

How To Use Employer Services Online



EMPLOYER SERVICES ONLINE TUTORIAL

This tutorial provides an introduction to the use of Employer Services Online (ESO). It is for employers and/or submitters who would like to explore the wage reporting services available via Employer Services Online.

This tutorial consists of 16 lessons that can be taken individually. The content of this tutorial is generic in nature and does not provide specific instructions for every possible use of ESO services.

If you would like additional information, please call 1-800-772-6270 or TDD/TTY 1-800-325-0778 or send an email to employerinfo@ssa.gov.

How To Use Employer Services Online

Lesson 1: Introduction

Employer Services Online offers a variety of wage reporting services via the Internet. Employer Services Online consists of two parts:

Integrated Registration for Employers and Submitters (IRES)

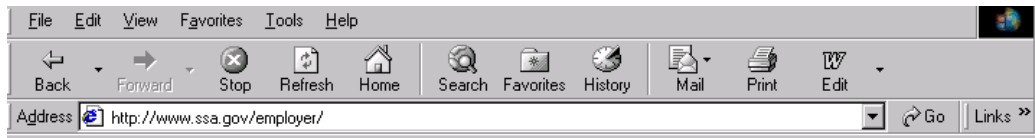
Use IRES to register for a personal identification number (PIN) and password; change your password; update registration information; or deactivate your PIN.

AND

Online Wage Reporting Service (OWRS)

Use OWRS to upload wage data files; use W-2 Online; check status of submission online; acknowledge resubmission notice online; download wage statement; submit a question/comment to SSA; or browse ESO handbook.

You can access Employer Services Online by pointing your browser to www.ssa.gov/employer



Then select Employer Services Online.

Or you can go directly to the Employer Services Online home page by pointing your browser to www.ssa.gov/employer/esohome.htm



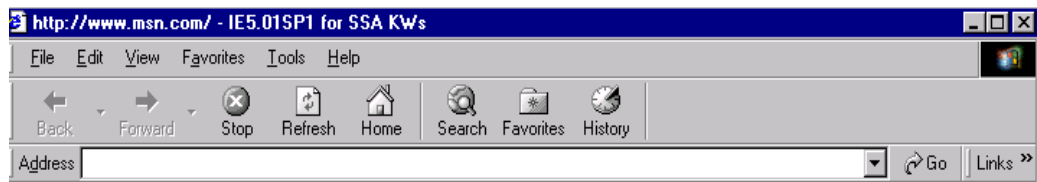
How To Use Employer Services Online

Lesson 2 – What is 128-bit Encryption?

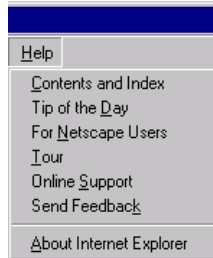
Employer Services Online is secured with a 128-bit version of Secure Sockets Layer (SSL). This encryption is the level of protection used for most of your Internet communications, including credit card use and financial transactions.

Your browser must be set to 128-bit encryption in order to use the features of Employer Services Online. The steps to verify your browser will vary by browser. Below is an example of verifying Internet Explorer.

1. Click Help on your browser's menu bar.



2. Click About



3. Verify that the Cipher Strength is 128-bit



How To Use Employer Services Online

Lesson 2 – What is 128-bit Encryption?

If your browser does not support 128-bit encryption, refer to the Help information within your browser for specific instructions on upgrading to 128-bit encryption. If you require additional assistance, please contact our employer customer support staff at 1-800-772-6270 or TDD/TTY 1-800-325-0778.

How To Use Employer Services Online

Lesson 3 – IRES: How to register for PIN/Password

(**NOTE:** If you do not have an Employer Identification Number (EIN), are self-employed, or have been in business for less than one year, please call 1-800-772-6270 or TDD/TTY 1-800-325-0778 to register.)

Step 1: Select link to Integrated Registration For Employers and Submitters from the Employer Services Online (ESO) home page.



Step 2: From the Integrated Registration for Employers and Submitters (IRES) home page, select the option Register for a PIN & Password.



Step 3: After reading the legal notice, select 'I Accept' to indicate your consent.

Step 4: Complete the registration form.

(NOTE: Your Personal Identification Number (PIN) will display. Your password will be mailed to you within 14 days. You can use your PIN and Employer Identification Number (EIN) to access the Employer Services Online for 30 days after you requested a PIN and password. For security purposes, the first time you use your password, the system will instruct you to change it to a password of your choice.)

How To Use Employer Services Online

Lesson 4 – IRES: How to change Password

Step 1: Select link to Integrated Registration For Employers and Submitters from the Employer Services Online (ESO) home page.

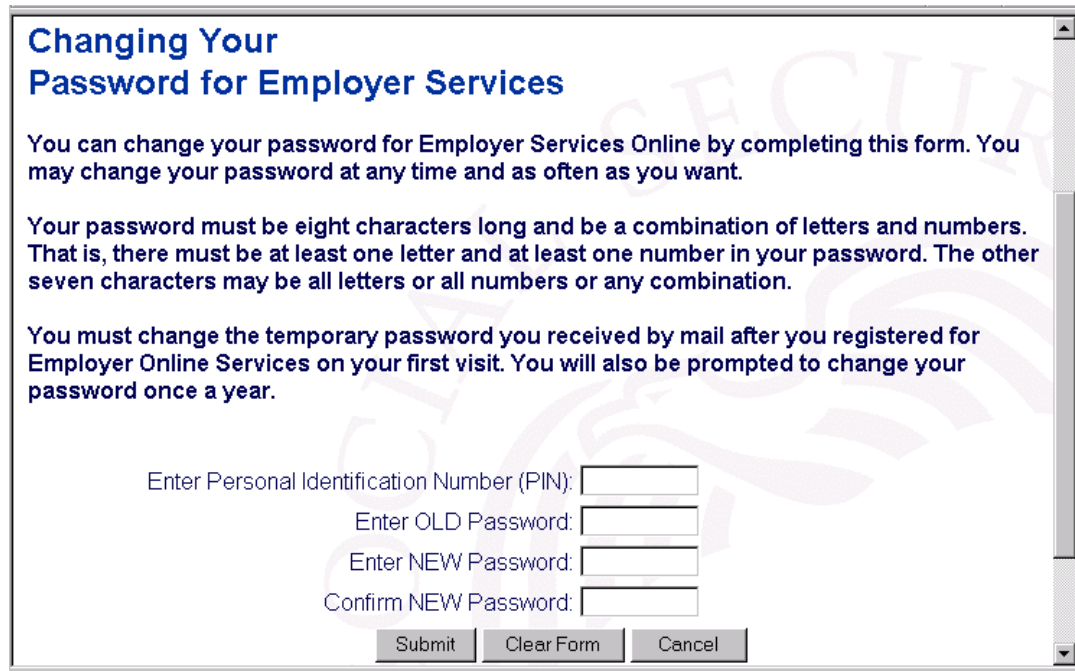


Step 2: From the Integrated Registration for Employers and Submitters (IRES) home page, select the option Change Password.



Step 3: Complete the change password form.

(NOTE: Your new password must be 8 characters long and a combination of letters and numbers.)



Changing Your Password for Employer Services

You can change your password for Employer Services Online by completing this form. You may change your password at any time and as often as you want.

Your password must be eight characters long and be a combination of letters and numbers. That is, there must be at least one letter and at least one number in your password. The other seven characters may be all letters or all numbers or any combination.

You must change the temporary password you received by mail after you registered for Employer Online Services on your first visit. You will also be prompted to change your password once a year.

Enter Personal Identification Number (PIN):

Enter OLD Password:

Enter NEW Password:

Confirm NEW Password:

How To Use Employer Services Online

Lesson 5 – IRES: How to update registration information

Step 1: Select link to Integrated Registration For Employers and Submitters from the Employer Services Online (ESO) home page.



Step 2: From the Integrated Registration for Employers and Submitters (IRES) home page, select the option Update Registration Information.



Step 3: Enter your Personal Identification Number and Password. Then, select the 'Submit' button.

Step 4: Your registration information will be displayed. You can not change your social security number (SSN) nor Employer Identification Number (EIN). You can change the following information: Submitters name, address, date of birth, phone/fax number, E-mail address, company name, and company phone number.

How To Use Employer Services Online

Lesson 6 – IRES: How to deactivate Personal Identification Number

Step 1: Select link to Integrated Registration For Employers and Submitters from the Employer Services Online (ESO) home page.

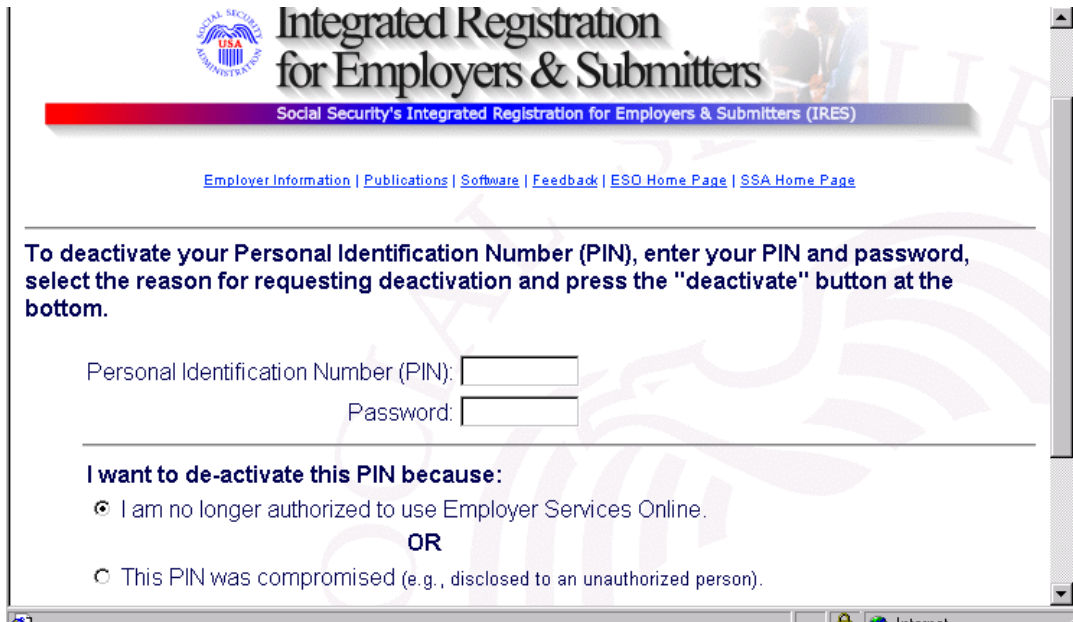


Step 2: From the Integrated Registration for Employers and Submitters (IRES) home page, select the 'Deactivate PIN' option.




Step 3: Enter your Personal Identification Number and Password.

Then, select the reason you are deactivating your Personal Identification Number.



The screenshot shows a web browser window displaying the "Integrated Registration for Employers & Submitters" (IRES) page. At the top left is the Social Security Administration logo. The main title is "Integrated Registration for Employers & Submitters" in a large, bold, serif font. Below the title is a red and blue gradient bar with the text "Social Security's Integrated Registration for Employers & Submitters (IRES)". Underneath the bar is a navigation menu with links: [Employer Information](#), [Publications](#), [Software](#), [Feedback](#), [ESO Home Page](#), and [SSA Home Page](#). The main content area has a heading: "To deactivate your Personal Identification Number (PIN), enter your PIN and password, select the reason for requesting deactivation and press the 'deactivate' button at the bottom." Below this heading are two input fields: "Personal Identification Number (PIN):" followed by a text box, and "Password:" followed by a text box. Below the password field is a horizontal line. Under the line is the text "I want to de-activate this PIN because:" followed by two radio button options. The first option is selected and reads "I am no longer authorized to use Employer Services Online." Below this is the word "OR" in bold. The second option is a radio button followed by "This PIN was compromised (e.g., disclosed to an unauthorized person)." The browser's taskbar is visible at the bottom.

 **Integrated Registration
for Employers & Submitters**

Social Security's Integrated Registration for Employers & Submitters (IRES)

[Employer Information](#) | [Publications](#) | [Software](#) | [Feedback](#) | [ESO Home Page](#) | [SSA Home Page](#)

To deactivate your Personal Identification Number (PIN), enter your PIN and password, select the reason for requesting deactivation and press the "deactivate" button at the bottom.

Personal Identification Number (PIN):

Password:

I want to de-activate this PIN because:

☒ I am no longer authorized to use Employer Services Online.

OR

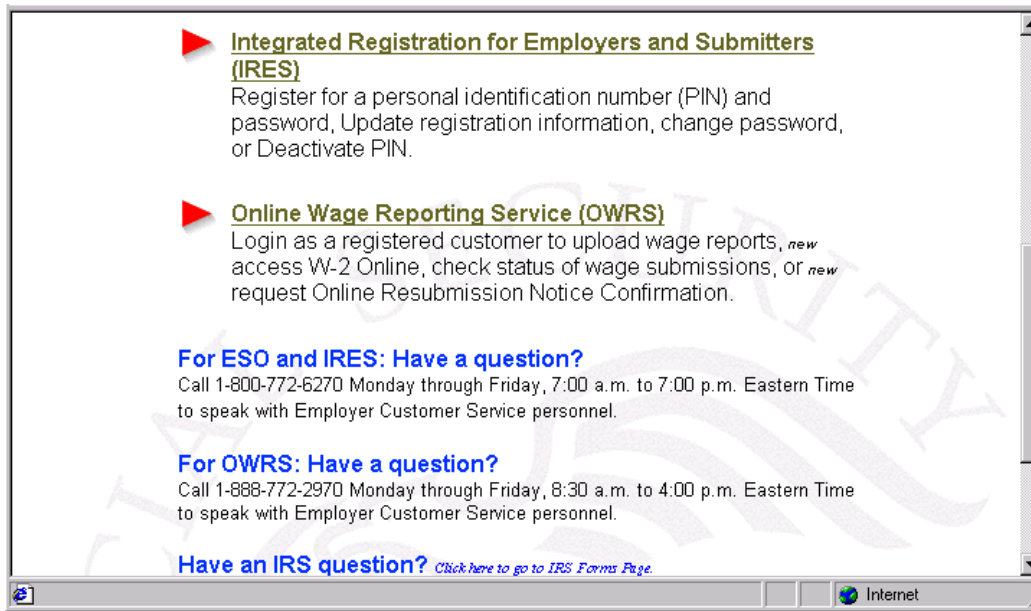
☐ This PIN was compromised (e.g., disclosed to an unauthorized person).

How To Use Employer Services Online

Lesson 7 – OWRS: How to upload a test annual wage data file

You must prepare your data file prior to using this feature of Employer Services Online. Please refer to the ESO Handbook for Tax Year 2001 for additional information on preparing the Magnetic Media and Electronic Filing (MMREF) formatted data files.

Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.




Step 2: Type your Personal Identification Number (PIN) and Password.

(NOTE: Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)

The screenshot shows the 'Social Security Online Integrated Registration for Employers & Submitters (IRES)' login page. The header includes the Social Security Administration logo and the title 'Social Security's Integrated Registration for Employers & Submitters (IRES)'. Below the header is a navigation bar with links: 'Employer Information | Publications | Software | Feedback | ESO Home Page | SSA Home Page'. The main heading is 'Online Wage Reporting System (OWRS) Login'. The instructions state: 'Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN)'. The form has three input fields: 'Personal Identification Number (PIN):', 'Password:', and 'Employer Identification Number (EIN): (if no password)'. There is an 'OR' label between the Password and EIN fields. The browser's status bar at the bottom shows 'Internet'.

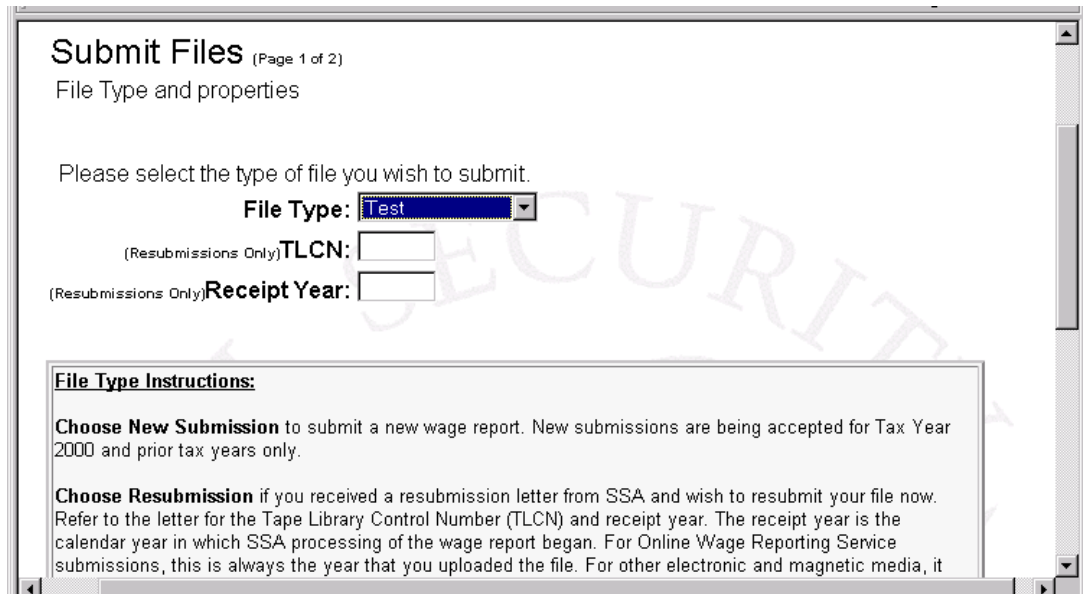
(**NOTE:** When using Online Wage Reporting Services, do not use your browser's Back and Forward buttons.)

Step 3: From the Online Wage Reporting Service page, select the 'Submit Files' option.



The screenshot shows the Social Security Online Wage Reporting Service (OWRS) homepage. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online" and "Online Wage Reporting Service". Below the header, there is a navigation bar with links: "OWRS Home", "Submit Files", "W-2 Online", "Submission Status", "Acknowledge Resubmission Notice", "ESO Handbook", "Contact SSA", and "Logout". The main content area has a welcome message: "Welcome to the Online Wage Reporting Service (OWRS). The OWRS lets employers or their authorized representatives submit annual wage information to the Social Security Administration and use related features." Below this, there are two main sections: "Submit Files" with a red arrow icon and the text "Submit an annual wage report file to the Social Security Administration.", and "Use W-2 Online" with a red arrow icon and the text "Manually enter and submit Forms W-2 for a company with no more than ten employees. Additional restrictions apply. Frequently Asked Questions About W-2 Online."

Step 4: Select 'Test' from the File Type drop down list.
You do not need to fill in the TLCN and Receipt Year fields.



The screenshot shows the "Submit Files" page, which is the first of two pages. The title is "Submit Files (Page 1 of 2)". Below the title, it says "File Type and properties". The main instruction is "Please select the type of file you wish to submit." There is a "File Type:" label followed by a dropdown menu that has "Test" selected. Below this, there are two input fields: "TLCN:" and "Receipt Year:". Both fields are preceded by the text "(Resubmissions Only)". At the bottom, there is a section titled "File Type Instructions:" which contains two paragraphs. The first paragraph says "Choose New Submission to submit a new wage report. New submissions are being accepted for Tax Year 2000 and prior tax years only." The second paragraph says "Choose Resubmission if you received a resubmission letter from SSA and wish to resubmit your file now. Refer to the letter for the Tape Library Control Number (TLCN) and receipt year. The receipt year is the calendar year in which SSA processing of the wage report began. For Online Wage Reporting Service submissions, this is always the year that you uploaded the file. For other electronic and magnetic media, it

Step 5: Select the 'Continue' button.

could be either the year you submitted the file or the following year. (NOTE: Resubmissions letters mailed for tax years prior to 1999 do not show the receipt year. Please consult your records for this information.)

Choose Test to verify your transmission capability by uploading a small test file. Any file can be used as a test file, as long as it is not an executable (.exe) file. Test files are deleted upon receipt. Note: Test uploads are for transmission testing only, not for verifying your file format. To obtain software for verifying your file format, log out and select Software (if you have dialed in to SSA directly) or point your browser to <http://www.ssa.gov/employer> (if you are connected via the Internet). AccuWage and AccuW2C are for use with MMREF-formatted files only.

Is this a reconciliation file? ☐ Yes ☒ No

Choose Yes only if you have been notified of a discrepancy between IRS and SSA earnings information and you are submitting this file to reconcile the difference.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel

[OWRS Home](#) | [Submit Files](#) | [W-2 Online](#) | [Submission Status](#) | [Acknowledge Resubmission Notice](#) | [ESO Handbook](#) | [Contact SSA](#) | [Logout](#)

Step 6: Select the 'Browse' button to identify the file you wish to submit. Then, select the 'Submit File Now' button.

(**Note:** You can submit any text file. The file will be deleted upon receipt.)

Submit Files (Page 2 of 2)

IMPORTANT: To reduce transmission time, we recommend that you compress your file using PKZip or WINZip. **Do not compress multiple files together.**

Use the '**Browse**' button to select the file you wish to submit, then click on the **Submit File Now** button to transmit the file.

File to Submit:

Submit Time:

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel

[OWRS Home](#) | [Submit Files](#) | [W-2 Online](#) | [Submission Status](#) | [Acknowledge Resubmission Notice](#) | [ESO Handbook](#) | [Contact SSA](#) | [Logout](#)

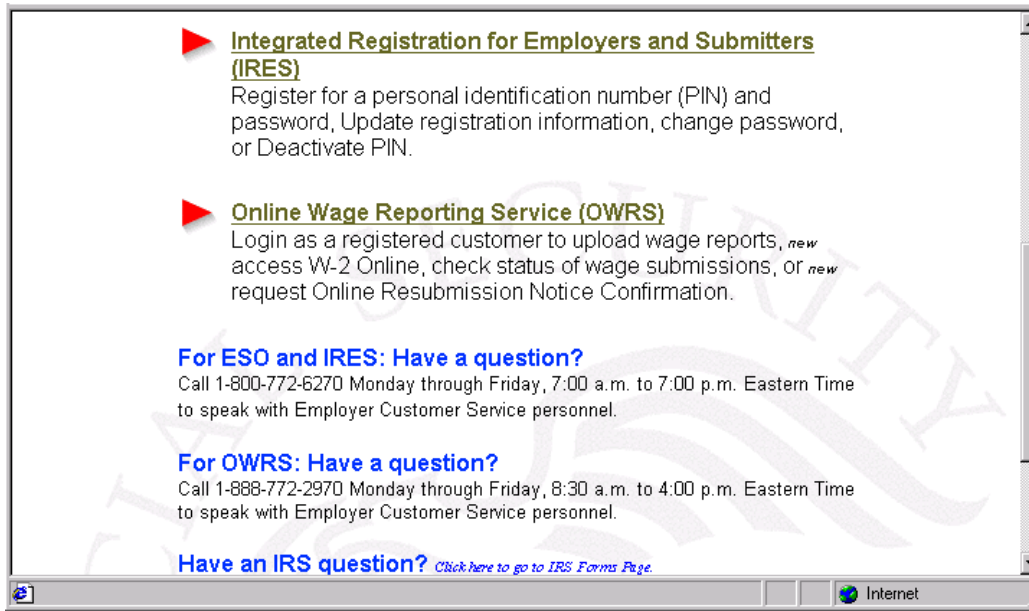
Submit Time is a counter that displays the upload processing time. To reduce the time to upload a file, you can compress the file using WinZip or any other compression software.

How To Use Employer Services Online

Lesson 8 – OWRS: How to upload annual wage data files

You must prepare your data file prior to using this feature of Employer Services Online. Please refer to the ESO Handbook for Tax Year 2001 for additional information on preparing the Magnetic Media and Electronic Filing (MMREF) formatted data files.

Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.




Step 2: Type your Personal Identification Number (PIN) and Password. (**NOTE** Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)

A screenshot of the 'Social Security Online Integrated Registration for Employers & Submitters (IRES)' login page. The page features the Social Security Administration logo and the title 'Social Security Online Integrated Registration for Employers & Submitters'. Below the title is a navigation bar with links: 'Employer Information', 'Publications', 'Software', 'Feedback', 'ESO Home Page', and 'SSA Home Page'. The main heading is 'Online Wage Reporting System (OWRS) Login'. Below this heading is a paragraph of instructions: 'Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN)'. There are two sets of input fields: one for 'Personal Identification Number (PIN)' and 'Password', and another for 'Employer Identification Number (EIN)' (labeled '(if no password)'). The 'OR' is centered between the two sets of fields. The browser's address bar shows 'Internet'.

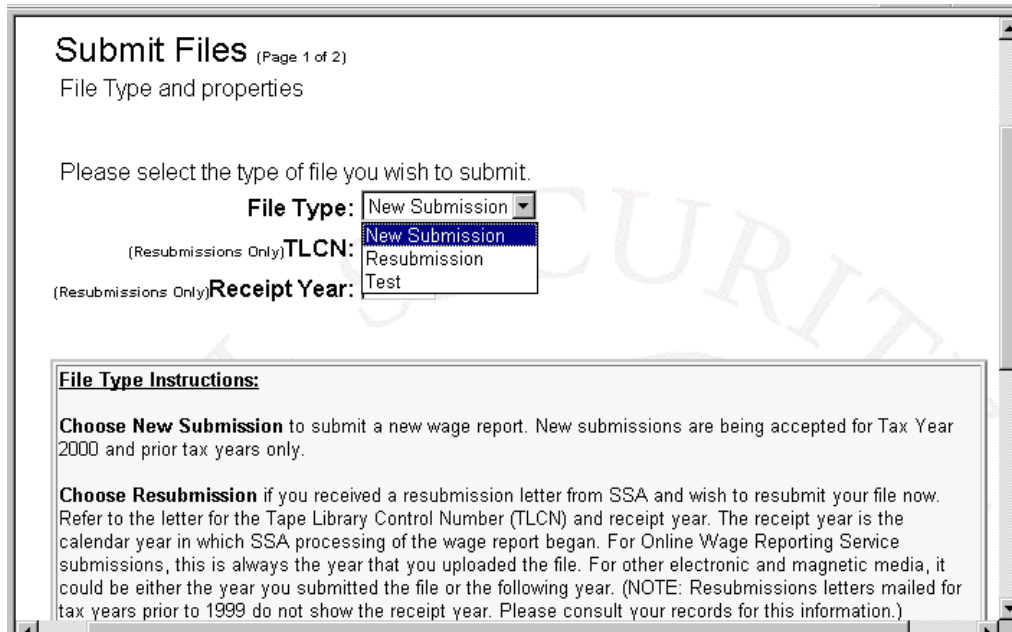
(**NOTE:** When using Online Wage Reporting Services, do not use your browser's Back and Forward buttons.)

Step 3: From the Online Wage Reporting Service page, select the 'Submit Files' option.



The screenshot shows the Social Security Online Wage Reporting Service (OWRS) homepage. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online" and "Online Wage Reporting Service". Below the header is a navigation bar with links: "OWRS Home", "Submit Files", "W-2 Online", "Submission Status", "Acknowledge Resubmission Notice", "ESO Handbook", "Contact SSA", and "Logout". The main content area has a welcome message: "Welcome to the Online Wage Reporting Service (OWRS). The OWRS lets employers or their authorized representatives submit annual wage information to the Social Security Administration and use related features." Below this, there are two main sections: "Submit Files" and "Use W-2 Online". The "Submit Files" section has a red arrow icon and the text "Submit an annual wage report file to the Social Security Administration." The "Use W-2 Online" section has a red arrow icon and the text "Manually enter and submit Forms W-2 for a company with no more than ten employees. Additional restrictions apply. Frequently Asked Questions About W-2 Online."

Step 4: Select 'New Submission' from the File Type drop down list.
You do not need to fill in the TLCN and Receipt Year fields.



The screenshot shows the "Submit Files" page (Page 1 of 2). The page title is "Submit Files" and the subtitle is "File Type and properties". The main content area says "Please select the type of file you wish to submit." Below this, there are three fields: "File Type:", "TLCN:", and "Receipt Year:". The "File Type:" field has a dropdown menu with three options: "New Submission", "Resubmission", and "Test". The "TLCN:" and "Receipt Year:" fields are labeled "(Resubmissions Only)". Below the fields, there is a section titled "File Type Instructions:" with two paragraphs. The first paragraph says "Choose New Submission to submit a new wage report. New submissions are being accepted for Tax Year 2000 and prior tax years only." The second paragraph says "Choose Resubmission if you received a resubmission letter from SSA and wish to resubmit your file now. Refer to the letter for the Tape Library Control Number (TLCN) and receipt year. The receipt year is the calendar year in which SSA processing of the wage report began. For Online Wage Reporting Service submissions, this is always the year that you uploaded the file. For other electronic and magnetic media, it could be either the year you submitted the file or the following year. (NOTE: Resubmissions letters mailed for tax years prior to 1999 do not show the receipt year. Please consult your records for this information.)"

Step 5: Select the 'Continue' button.

could be either the year you submitted the file or the following year. (NOTE: Resubmissions letters mailed for tax years prior to 1999 do not show the receipt year. Please consult your records for this information.)

Choose Test to verify your transmission capability by uploading a small test file. Any file can be used as a test file, as long as it is not an executable (.exe) file. Test files are deleted upon receipt. Note: Test uploads are for transmission testing only, not for verifying your file format. To obtain software for verifying your file format, log out and select Software (if you have dialed in to SSA directly) or point your browser to <http://www.ssa.gov/employer> (if you are connected via the Internet). AccuWage and AccuW2C are for use with MMREF-formatted files only.

Is this a reconciliation file? ☐ Yes ☒ No

Choose Yes only if you have been notified of a discrepancy between IRS and SSA earnings information and you are submitting this file to reconcile the difference.

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel

[OWRS Home](#) | [Submit Files](#) | [W-2 Online](#) | [Submission Status](#) | [Acknowledge Resubmission Notice](#) | [ESO Handbook](#) | [Contact SSA](#) | [Logout](#)

Step 6: Select the 'Browse' button to identify the file you wish to submit. Then, select the 'Submit File Now' button.

Submit Files (Page 2 of 2)

IMPORTANT: To reduce transmission time, we recommend that you compress your file using PKZip or WINZip. **Do not compress multiple files together.**

Use the '**Browse**' button to select the file you wish to submit, then click on the **Submit File Now** button to transmit the file.

File to Submit:

Submit Time:

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel

[OWRS Home](#) | [Submit Files](#) | [W-2 Online](#) | [Submission Status](#) | [Acknowledge Resubmission Notice](#) | [ESO Handbook](#) | [Contact SSA](#) | [Logout](#)

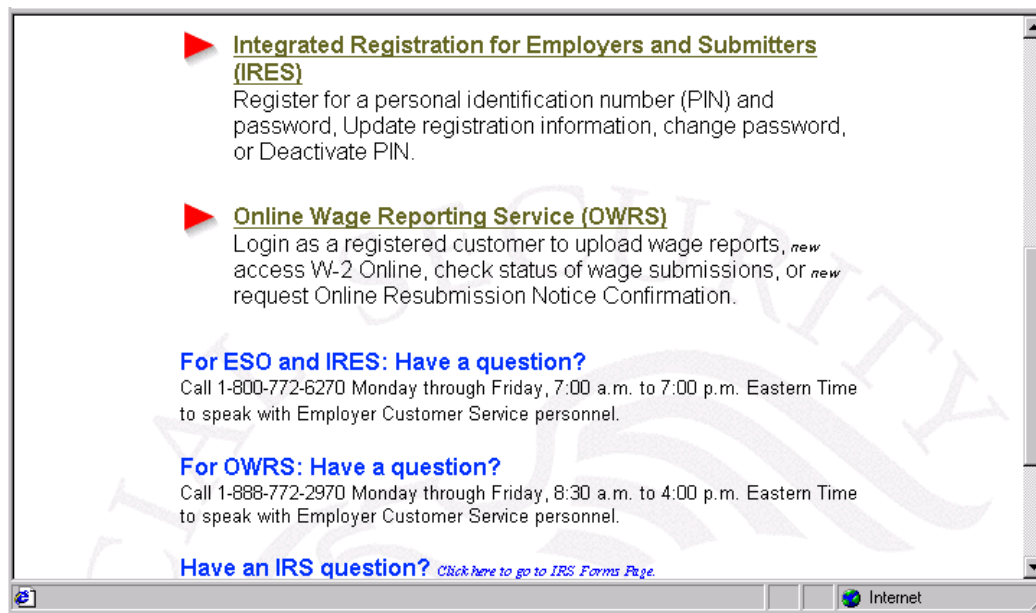
Submit Time is a counter that displays the upload processing time. To reduce the time to upload a file, you can compress the file using WinZip or any other software that creates a ZIP file.

How To Use Employer Services Online

Lesson 9 – OWRS: How to submit a Resubmission data file

You must prepare your data file prior to using this feature of Employer Services Online. Please refer to the ESO Handbook for Tax Year 2001 for additional information on preparing the Magnetic Media and Electronic Filing (MMREF) formatted data files.

Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.



Step 2: Type your Personal Identification Number (PIN) and Password.
(**NOTE:** Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)

The screenshot shows the 'Integrated Registration for Employers & Submitters' (IRES) page. At the top is the Social Security Administration logo and the title 'Integrated Registration for Employers & Submitters'. Below this is a navigation bar with links: [Employer Information](#), [Publications](#), [Software](#), [Feedback](#), [ESO Home Page](#), and [SSA Home Page](#). The main heading is 'Online Wage Reporting System (OWRS) Login'. Below the heading is a paragraph: 'Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN)'. There are two sets of input fields. The first set is for 'Personal Identification Number (PIN)' and 'Password'. Below these is the word 'OR'. The second set is for 'Employer Identification Number (EIN): (if no password)'. At the bottom right are 'Submit' and 'Cancel' buttons.

Integrated Registration for Employers & Submitters
Social Security's Integrated Registration for Employers & Submitters (IRES)

[Employer Information](#) | [Publications](#) | [Software](#) | [Feedback](#) | [ESO Home Page](#) | [SSA Home Page](#)

Online Wage Reporting System (OWRS) Login

Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN).

Personal Identification Number (PIN):

Password:

OR

Employer Identification Number (EIN): (if no password)

Step 3: From the Online Wage Reporting Service page, select 'Submit Files'.
(**NOTE:** When using Online Wage Reporting Services, do not use your browser's Back and Forward buttons.)

The screenshot shows the 'Social Security Online Wage Reporting Service' (OWRS) page. At the top is the Social Security Administration logo and the title 'Social Security Online Wage Reporting Service'. Below this is a navigation bar with links: [OWRS Home](#), [Submit Files](#), [W-2 Online](#), [Submission Status](#), [Acknowledge Resubmission Notice](#), [ESO Handbook](#), [Contact SSA](#), and [Logout](#). The main heading is 'Welcome to the Online Wage Reporting Service (OWRS)'. Below the heading is a paragraph: 'The OWRS lets employers or their authorized representatives submit annual wage information to the Social Security Administration and use related features.' There are two main sections, each with a red triangle icon. The first section is 'Submit Files' with the description 'Submit an annual wage report file to the Social Security Administration.' The second section is 'Use W-2 Online' with the description 'Manually enter and submit Forms W-2 for a company with no more than ten employees. Additional restrictions apply. Frequently Asked Questions About W-2 Online.'

Social Security Online Wage Reporting Service
Social Security's Online Wage Reporting Service (OWRS)

[OWRS Home](#) | [Submit Files](#) | [W-2 Online](#) | [Submission Status](#) | [Acknowledge Resubmission Notice](#) | [ESO Handbook](#) | [Contact SSA](#) | [Logout](#)

Welcome to the Online Wage Reporting Service (OWRS).

The OWRS lets employers or their authorized representatives submit annual wage information to the Social Security Administration and use related features.

- Submit Files**
Submit an annual wage report file to the Social Security Administration.
- Use W-2 Online**
Manually enter and submit Forms W-2 for a company with no more than ten employees. Additional restrictions apply.
[Frequently Asked Questions About W-2 Online.](#)

Step 4: Select 'Resubmission' from the File Type drop down list.
You will need to fill in the TLCN and Receipt Year fields.

Submit Files (Page 1 of 2)
File Type and properties

Please select the type of file you wish to submit.

File Type: Resubmission

(Resubmissions Only) **TLCN:**

(Resubmissions Only) **Receipt Year:**

File Type Instructions:

Choose New Submission to submit a new wage report. New submissions are being accepted for Tax Year 2000 and prior tax years only.

Choose Resubmission if you received a resubmission letter from SSA and wish to resubmit your file now. Refer to the letter for the Tape Library Control Number (TLCN) and receipt year. The receipt year is the calendar year in which SSA processing of the wage report began. For Online Wage Reporting Service submissions, this is always the year that you uploaded the file. For other electronic and magnetic media, it

Step 5: Select the 'Continue' button.

could be either the year you submitted the file or the following year. (NOTE: Resubmissions letters mailed for tax years prior to 1999 do not show the receipt year. Please consult your records for this information.)

Choose Test to verify your transmission capability by uploading a small test file. Any file can be used as a test file, as long as it is not an executable (.exe) file. Test files are deleted upon receipt. Note: Test uploads are for transmission testing only, not for verifying your file format. To obtain software for verifying your file format, log out and select Software (if you have dialed in to SSA directly) or point your browser to <http://www.ssa.gov/employer> (if you are connected via the Internet). AccuWage and AccuW2C are for use with MMREF-formatted files only.

Is this a reconciliation file? ☐ Yes ☒ No

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[OWRS Home](#) | [Submit Files](#) | [W-2 Online](#) | [Submission Status](#) | [Acknowledge Resubmission Notice](#) | [ESO Handbook](#) | [Contact SSA](#) | [Logout](#)

Step 6: Select the 'Browse' button to identify the file you wish to submit. Then, select the 'Submit File Now' button.

Submit Files (Page 2 of 2)

IMPORTANT: To reduce transmission time, we recommend that you compress your file using PKZip or WINZip. **Do not compress multiple files together.**

Use the '**Browse**' button to select the file you wish to submit, then click on the **Submit File Now** button to transmit the file.

File to Submit:

Submit Time:

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel

[OWRS Home](#) | [Submit Files](#) | [W-2 Online](#) | [Submission Status](#) | [Acknowledge Resubmission Notice](#) | [ESO Handbook](#) | [Contact SSA](#) | [Logout](#)

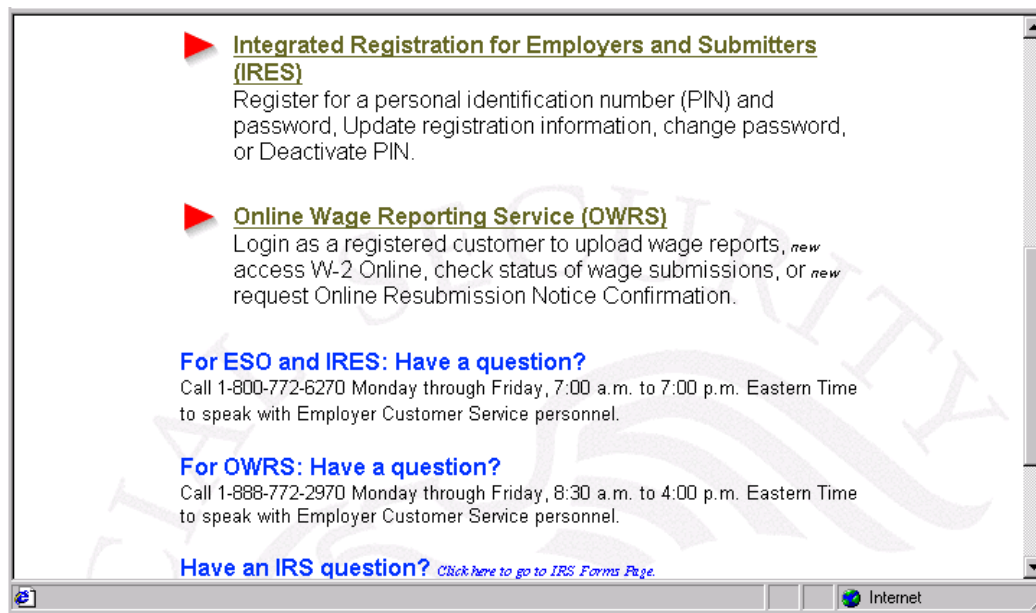
Submit Time is a counter that displays the upload processing time. To reduce the time to upload a file, you can compress the file using WinZip or software that creates a ZIP file.

How To Use Employer Services Online

Lesson 10 – OWRS: How to submit a Reconciliation file

You must prepare your data file prior to using this feature of Employer Services Online. Please refer to the ESO Handbook for Tax Year 2001 for additional information on preparing the Magnetic Media and Electronic Filing (MMREF) formatted data files.

Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.



Integrated Registration for Employers and Submitters (IRES)

Register for a personal identification number (PIN) and password, Update registration information, change password, or Deactivate PIN.

Online Wage Reporting Service (OWRS)

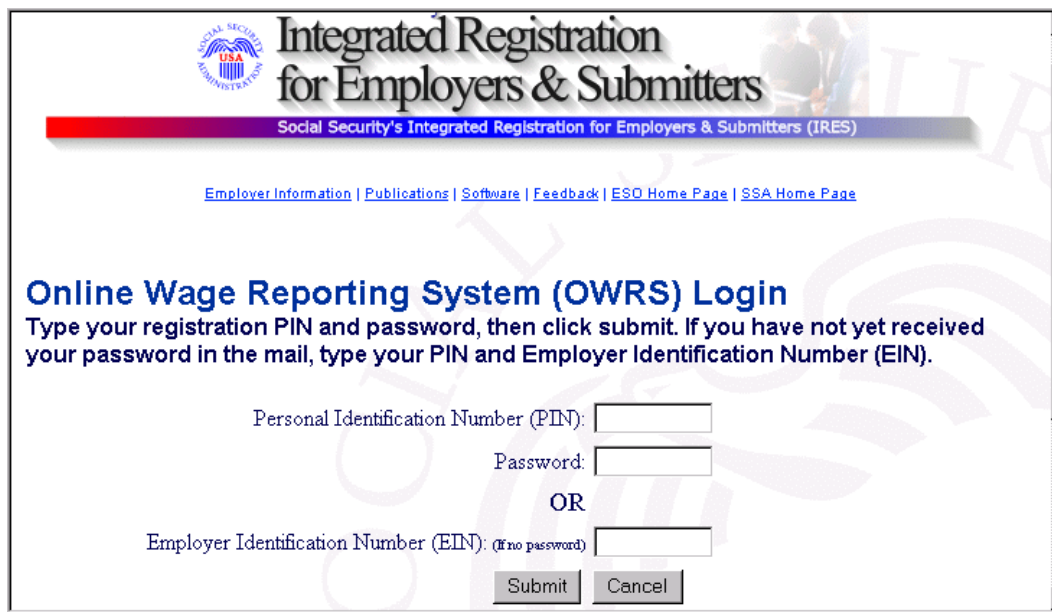
Login as a registered customer to upload wage reports, *new* access W-2 Online, check status of wage submissions, or *new* request Online Resubmission Notice Confirmation.


For ESO and IRES: Have a question?
Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

For OWRS: Have a question?
Call 1-888-772-2970 Monday through Friday, 8:30 a.m. to 4:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

Have an IRS question? [Click here to go to IRS Forms Page.](#)

Step 2: Type your Personal Identification Number (PIN) and Password.
(NOTE: Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)



 **Integrated Registration for Employers & Submitters**
Social Security's Integrated Registration for Employers & Submitters (IRES)

[Employer Information](#) | [Publications](#) | [Software](#) | [Feedback](#) | [ESO Home Page](#) | [SSA Home Page](#)

Online Wage Reporting System (OWRS) Login
Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN).

Personal Identification Number (PIN):

Password:

OR

Employer Identification Number (EIN): (if no password)

Step 3: From the Online Wage Reporting Service page, select 'Submit Files'.

(NOTE: When using Online Wage Reporting Services, do not use your browser's Back and Forward buttons.)

The screenshot shows the Social Security Online Wage Reporting Service (OWRS) homepage. At the top, there is a header with the Social Security Administration logo and the text "Social Security Online" and "Online Wage Reporting Service". Below the header, there is a navigation bar with links: "OWRS Home", "Submit Files", "W-2 Online", "Submission Status", "Acknowledge Resubmission Notice", "ESO Handbook", "Contact SSA", and "Logout". The main content area has a welcome message: "Welcome to the Online Wage Reporting Service (OWRS). The OWRS lets employers or their authorized representatives submit annual wage information to the Social Security Administration and use related features." Below this, there are two main sections: "Submit Files" with a red arrow icon and the text "Submit an annual wage report file to the Social Security Administration.", and "Use W-2 Online" with a red arrow icon and the text "Manually enter and submit Forms W-2 for a company with no more than ten employees. Additional restrictions apply. Frequently Asked Questions About W-2 Online."

(NOTE: When using Online Wage Reporting Services, do not use your browser's Back and Forward buttons.)

Step 4: Select 'New Submission' from the File Type drop down list.

You do not need to fill in the TLCN and Receipt Year fields.

The screenshot shows the "Submit Files" page, which is the first of two pages. The page title is "Submit Files (Page 1 of 2)". Below the title, it says "File Type and properties". The main instruction is "Please select the type of file you wish to submit." There are three dropdown menus: "File Type:" with "New Submission" selected, "TLCN:" with "New Submission" selected, and "Receipt Year:" with "Test" selected. Below these dropdowns, there is a section titled "File Type Instructions:" which contains two paragraphs. The first paragraph says "Choose New Submission to submit a new wage report. New submissions are being accepted for Tax Year 2000 and prior tax years only." The second paragraph says "Choose Resubmission if you received a resubmission letter from SSA and wish to resubmit your file now. Refer to the letter for the Tape Library Control Number (TLCN) and receipt year. The receipt year is the calendar year in which SSA processing of the wage report began. For Online Wage Reporting Service submissions, this is always the year that you uploaded the file. For other electronic and magnetic media, it could be either the year you submitted the file or the following year. (NOTE: Resubmissions letters mailed for tax years prior to 1999 do not show the receipt year. Please consult your records for this information.)"

Step 5: Select 'Yes' to indicate a reconciliation file. Then, select the 'Continue' button.

Choose Test to verify your transmission capability by uploading a small test file. Any file can be used as a test file, as long as it is not an executable (.exe) file. Test files are deleted upon receipt. Note: Test uploads are for transmission testing only, not for verifying your file format. To obtain software for verifying your file format, log out and select Software (if you have dialed in to SSA directly) or point your browser to <http://www.ssa.gov/employer> (if you are connected via the Internet). AccuWage and AccuW2C are for use with MMREF-formatted files only.

Is this a reconciliation file? ☒ Yes ☐ No

Choose Yes only if you have been notified of a discrepancy between IRS and SSA earnings information and you are submitting this file to reconcile the difference.

Continue

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel

[OWRS Home](#) | [Submit Files](#) | [W-2 Online](#) | [Submission Status](#) | [Acknowledge Resubmission Notice](#) | [ESO Handbook](#) | [Contact SSA](#) | [Logout](#)

Step 6: Select the 'Browse' button to identify the file you wish to submit. Then, select the 'Submit File Now' button.

Submit Files (Page 2 of 2)

IMPORTANT: To reduce transmission time, we recommend that you compress your file using PKZip or WINZip. **Do not compress multiple files together.**

Use the **'Browse'** button to select the file you wish to submit, then click on the **Submit File Now** button to transmit the file.

File to Submit: **Browse...**

Submit File Now

Submit Time:

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel

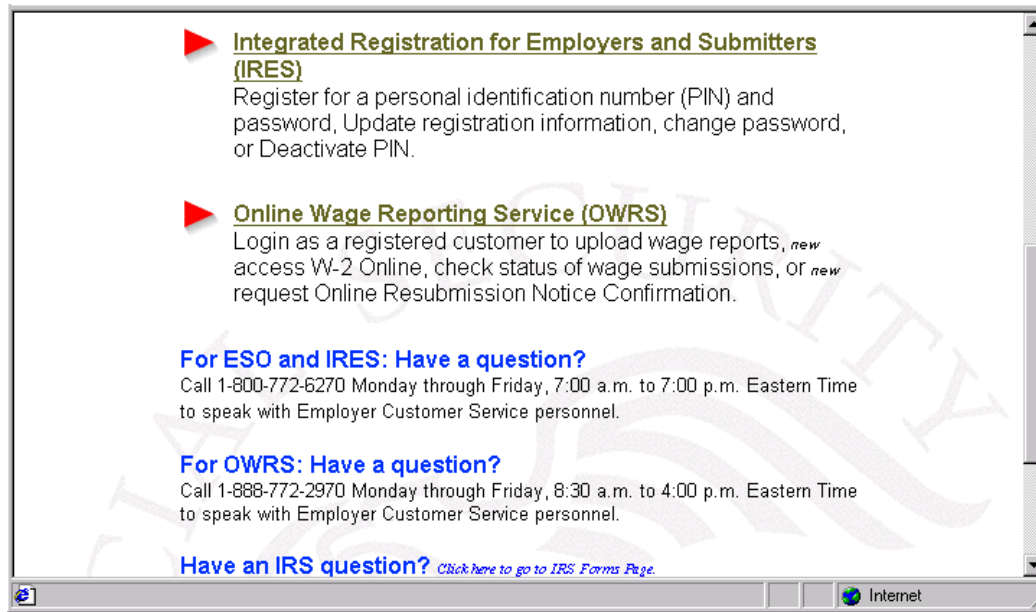
[OWRS Home](#) | [Submit Files](#) | [W-2 Online](#) | [Submission Status](#) | [Acknowledge Resubmission Notice](#) | [ESO Handbook](#) | [Contact SSA](#) | [Logout](#)

Submit Time is a counter that displays the upload processing time. To reduce the time to upload a file, you can compress the file using WinZip or any software that creates a ZIP file.

How To Use Employer Services Online

Lesson 11 – OWRS: How to use W-2 Online

Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.



Integrated Registration for Employers and Submitters (IRES)
Register for a personal identification number (PIN) and password, Update registration information, change password, or Deactivate PIN.

Online Wage Reporting Service (OWRS)
Login as a registered customer to upload wage reports, ^{new} access W-2 Online, check status of wage submissions, or ^{new} request Online Resubmission Notice Confirmation.

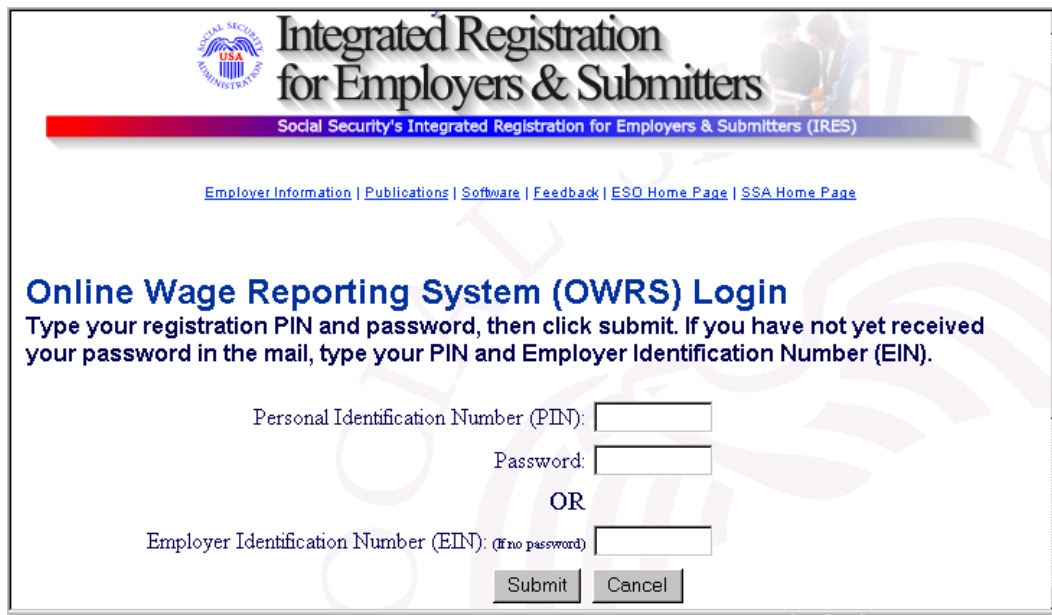
For ESO and IRES: Have a question?
Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

For OWRS: Have a question?
Call 1-888-772-2970 Monday through Friday, 8:30 a.m. to 4:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

Have an IRS question? [Click here to go to IRS Forms Page.](#)

Step 2: Type your Personal Identification Number (PIN) and Password.

(NOTE: Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)



 **Integrated Registration for Employers & Submitters**
Social Security's Integrated Registration for Employers & Submitters (IRES)

[Employer Information](#) | [Publications](#) | [Software](#) | [Feedback](#) | [ESO Home Page](#) | [SSA Home Page](#)

Online Wage Reporting System (OWRS) Login
Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN).

Personal Identification Number (PIN):

Password:

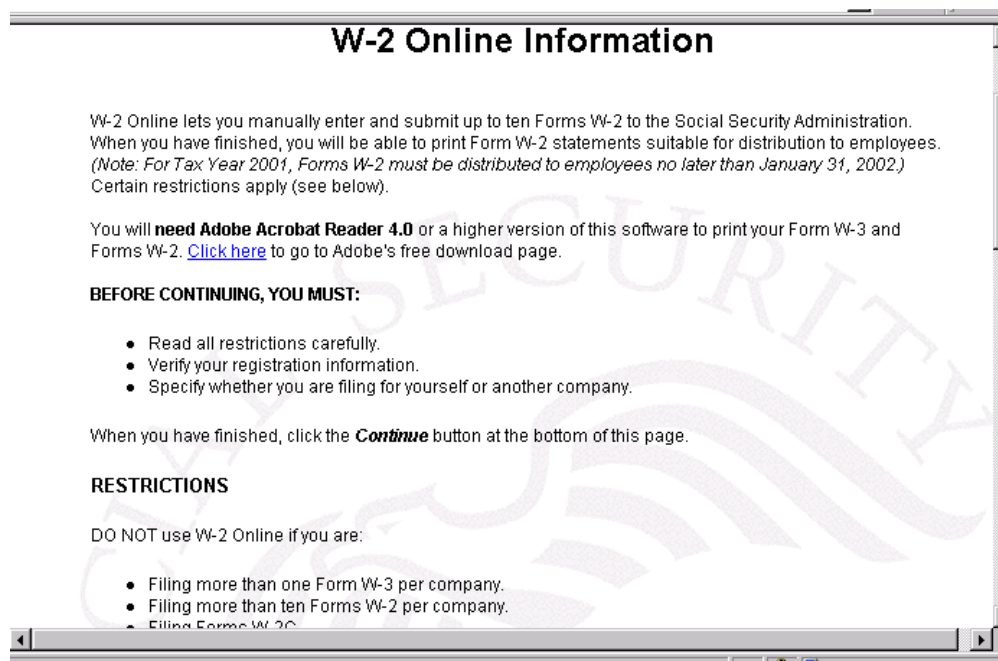
OR

Employer Identification Number (EIN): (If no password)

Step 3: From the Online Wage Reporting Service page, select 'Use W-2 Online'.
(**NOTE:** When using Online Wage Reporting Services, do not use your browser's Back and Forward buttons.)



Step 4: The W-2 Online Information page will display. If you would like to download Adobe Acrobat Reader 4.0, select the 'Click here' link. If you do not need to download Adobe Acrobat Reader, continue to Step 5.



Step 5: Review the Registration Information.

• Filing Forms W-2C.
• Filing for a tax year other than 2001.
• Filing Forms W-2 that include more than four Box 12 codes.
• Filing for wages earned in a country other than the United States.
• Filing for wages earned in American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, or the Virgin Islands.
• Filing for United States military wages or using a military Employer Identification Number (EIN)

Note: Using this service does not relieve employers of the obligation to provide annual wage statements to employees and state and local jurisdictions.

REGISTRATION INFORMATION

You provided the following contact information when you registered to use Employer Services. **This information will be saved with your annual wage report** so that we can contact you if questions arise. Please check to be sure this information is correct.

Your Company's Name: **COMPANY NUMBER 3**
Your Company's EIN: **01-0125841**
Your Name: **HERBERT W MILLAY**
Your Address: **9TH STREET
3RD DESK ON THE LEFT
GRIMES, KY 87545**
Your Phone: **4107877417**

Step 6: Answer the question ‘For whom are you filing?’ by selecting the appropriate response. After reading the Privacy Act and Paperwork Reduction Act notice, select ‘Continue’ to proceed to the next screen. If you wish to end this session, select ‘Cancel’.

3RD DESK ON THE LEFT
GRIMES, KY 87545
Your Phone: **4107877417**
Your Extension: **<Not Specified>**
Your Fax: **<Not Specified>**
Your E-Mail: **<Not Specified>**

If the above registration information is no longer accurate, please [click here](#) to log out and update it.

FOR WHOM ARE YOU FILING?

Please choose one of the following options:

☐ I am filing Forms W-2 for my company's employees.
☐ I am filing Forms W-2 for another company's employees.

Options	
Continue	Continue with W2-online. Read Privacy Act and Paperwork Reduction Act Notice.
Cancel	Abandon your changes and return to the OWRS home page.

Privacy Act and Paperwork Reduction Act Notice.
We ask for the information on Forms W-2 and W-2C to carry out the Internal Revenue Laws of the United States. We need it to

Step 7: Enter your employer information.

(NOTE: All fields marked with an asterisk must be completed.)

Select 'Continue' to proceed to the next screen. Select 'Cancel' to end your session.

W-2 Online Employer Data

Please fill in your information below:

Fields marked with an asterisk (*) MUST be completed.

Employer's Information

Employer Identification Number (EIN) * : -

Employer's Name * :

Employer's Address

Suite/Attn.:

Street/P.O.Box:

City * :

Please enter a U.S. Domestic Address OR a Foreign Address

Country * :

State Abbreviation (for U.S.) / Province * :

Step 8: Enter your W-2 data following the guidelines for completing paper Forms W-2.

W-2 Data

Fields marked with an asterisk (*) MUST be completed.

a Control Number <input type="text"/>		For Official Use Only OMB No. 1545-0008	
b Employer identification number 01 - 0125841		1 Wages, tips, other compensation \$ <input type="text"/> . <input type="text"/>	2 Federal Income Tax withheld \$ <input type="text"/> . <input type="text"/>
c Employer's name, address, and ZIP code W-2 ONLINE DEMONSTRATION 11 HERE ROAD BALTIMORE, MD 21207		3 Social security wages \$ <input type="text"/> . <input type="text"/>	4 Social security tax withheld \$ <input type="text"/> . <input type="text"/>
		5 Medicare wages and tips \$ <input type="text"/> . <input type="text"/>	6 Medicare tax withheld \$ <input type="text"/> . <input type="text"/>
		7 Social security tips \$ <input type="text"/> . <input type="text"/>	8 Allocated tips \$ <input type="text"/> . <input type="text"/>
d Employee's social security number * <input type="text"/> - <input type="text"/> - <input type="text"/>		9 Advance EIC payment \$ <input type="text"/> . <input type="text"/>	10 Dependant care benefits \$ <input type="text"/> . <input type="text"/>
Employee's Name Information e Employee's first name, middle initial, last name and suffix first: * <input type="text"/> middle: <input type="text"/> last: * <input type="text"/>		11 Nonqualified plans: Section 457 distributions or contributions \$ <input type="text"/> . <input type="text"/> Not Section 457 distributions or contributions \$ <input type="text"/> . <input type="text"/>	12a code: <input type="text"/> <input type="text"/> <input type="text"/> \$ <input type="text"/> . <input type="text"/>

Step 9: Select 'New W2' to keep this W-2 information and create another W-2. Select 'Done' to keep this W-2 information and proceed to the W-2 review screen.





Select 'Cancel' to delete this W-2 information.

Options	
New W2	Keep this W-2 and create another W-2.
Done	Keep this W-2 and review a list of W-2s you have entered.
Cancel	Abandon this W-2 and review a list of W-2s you have entered.

Step 10: After you select 'New W2' or 'Done', you may receive an Alert. If so, you will need to review your data and make any corrections or select an override response for each Alert. Then select 'Done' or 'New W2' to continue.

W-2 Data
A review of this W-2 has generated the following alerts.
Please review the data associated with the alerts and make any corrections necessary.
Name and SSN Mismatch Alert : The Name and SSN you provided does not match our records. Please verify that the name and SSN exactly match the name and SSN on the employee's Social Security card. If you are sure the SSN and Name are correct, check the box below then select a button at the bottom of this page to continue processing this W-2. <input type="checkbox"/> Check this box if the SSN and Employee name data provided is correct according to the Employee's Social Security Card and your payroll records.
Social Security Tax Rate Alert: The Social Security tax rate for 2001 is 6.2%. The Social Security tax withheld (Box 4) on \$ 80,300.00 (Box 3 + Box 7) should be \$ 4,978.60. If you are sure the Social Security wages (Box 3), tips (Box 7) and tax withheld (Box 4) amounts are correct, check the box below then select a button at the bottom of this page to continue processing this W-2. <input type="checkbox"/> Check this box if the Social Security wages, tips, and tax withheld data provided is correct.
Medicare Tax Rate Alert:

Step 11: You can view or edit your data by selecting 'View/Edit' under Options. If you want to delete the W-2 data, select 'Delete' under Options.

 Social Security Online Online Wage Reporting Service Social Security's Online Wage Reporting Service (OWRS)			
 W-2 Online - Help			
W-2 Data Review			
This wage report is being prepared for:			
EIN: 01-0000000			
SYSTEM TEST 8 HERE STREET BALTIMORE, MD 21207			
#	SSN	Name	Options
1.	123-58-4895	VERY NICE EMPLOYEE	 

Step 12: You can select one of the following options: create another Form W-2, edit your employer information, submit your wage report, save your information without submitting for 30 days, or delete your employer and wage information.

Options	
New W-2	Create another W-2.
Edit Employer Info.	Change the employer information you entered.
Complete	View your Form W-3 totals. From here you can submit your wage report or return to the W-2 Data Review page.
Save & Quit	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will be saved until 11/29/2001. <i>Note: This is not an extension of your filing deadline.</i>
Quit without Saving	Exit W-2 Online without finalizing your annual wage report. Your employer information and Forms W-2 will NOT be saved!

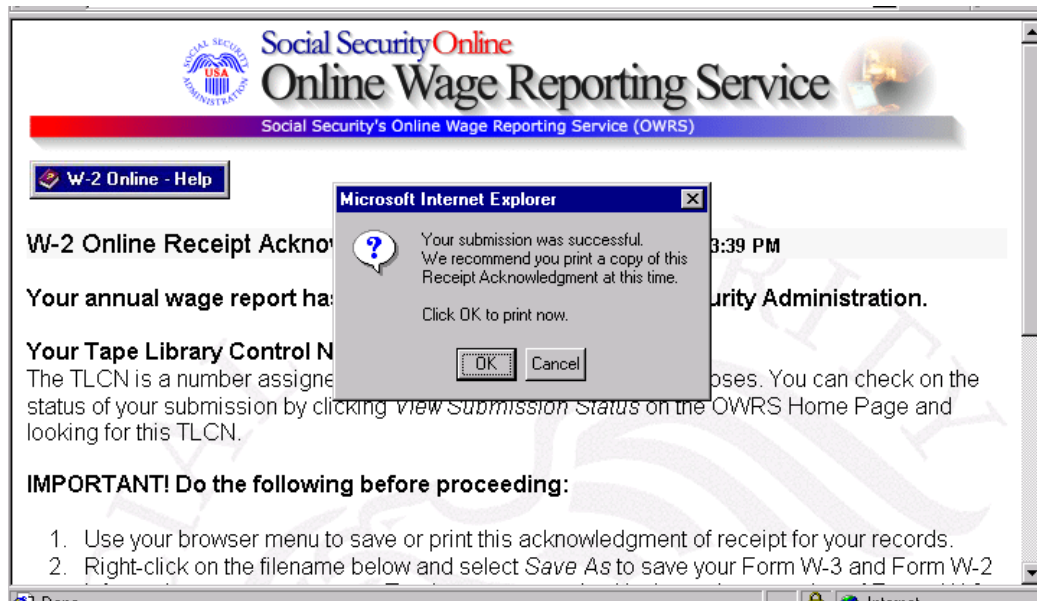
Step 13: After selecting 'Complete' to submit your wage data, your Form W-3 will display for your review.

W-3			
a Control Number	For Official Use Only OMB No. 1545-0008		
b Kind of payer 941 - Regular	1 Wages, tips, other compensation \$80,300.00	2 Federal Income Tax Withheld \$1,652.00	
	3 Social security wages \$80,300.00	4 Social security tax withheld \$2,500.00	
c Total number of Forms W-2 1	d Establishment number	5 Medicare wages and tips \$80,300.00	6 Medicare tax withheld \$1,650.00
e Employer identification number 01-0000000		7 Social security tips \$0.00	8 Allocated tips \$0.00
Employer's name, address, and ZIP code SYSTEM TEST 8 HERE STREET BALTIMORE, MD 21207		9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00
		11 Nonqualified plans \$0.00	12 Deferred Compensation \$0.00
		13 For third-party sick pay use only	

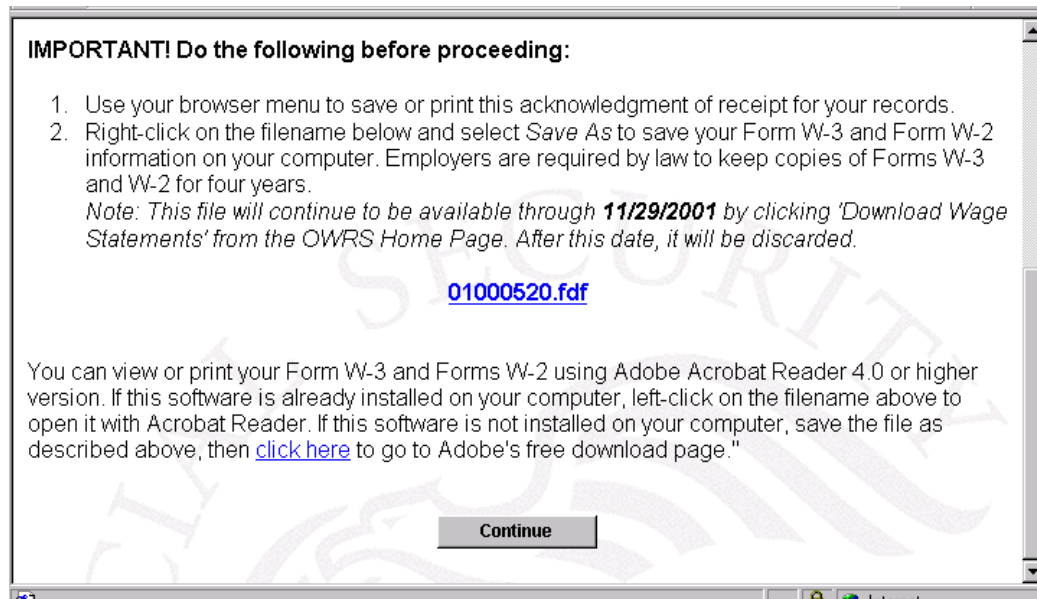
Step 14: If you want to submit your wage information, select 'Submit Wage Report'. If you need to edit your data, select 'Review Wage Report'.

Options	
Under penalties of perjury, I declare that I have examined this return and accompanying documents and, to the best of my knowledge and belief, they are true, correct, and complete. By Pressing the "Submit Wage Report" button below I affirm that the above statement is true and wish to submit my annual wage report to Social Security Administration now.	
Submit Wage Report	<p>Submit this wage report to the Social Security Administration.</p> <p>Your Form W-3 must reconcile with the Forms 941, 943, or Schedule H that you filed with the Internal Revenue Service.</p> <p><i>Note: You will be given an opportunity to download a data file needed to print your Form W-3 and Forms W-2.</i></p>
Review Wage Report	Return to the data review page to review and/or edit your wage report.

Step 15: You will be prompted to print a copy of your Receipt Acknowledgement. Select 'Ok' to print. The Acknowledgement contains your Tape Library Control Number (TLCN). You will need this number to refer to your wage data.



Step 16: Save your wage file by right clicking the file name on your Receipt Acknowledgment and select 'Save As' from your browser menu. If you do not wish to save your wage file, select 'Continue'.
(NOTE: Your wage file will be available for you to download for 30 days. The date will display on your Receipt Acknowledgement.)

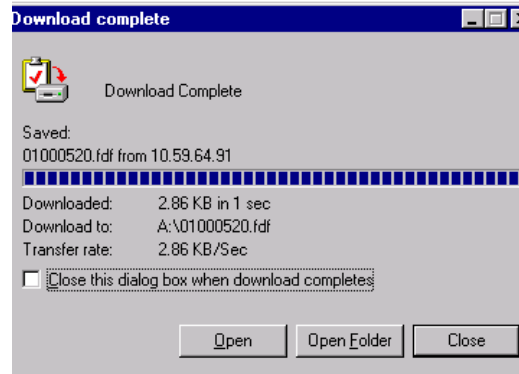


Step 17: (Optional) If you have Adobe Acrobat Reader 4.0 or higher version installed on your computer, you can go to the next step. If not, select 'click here' to

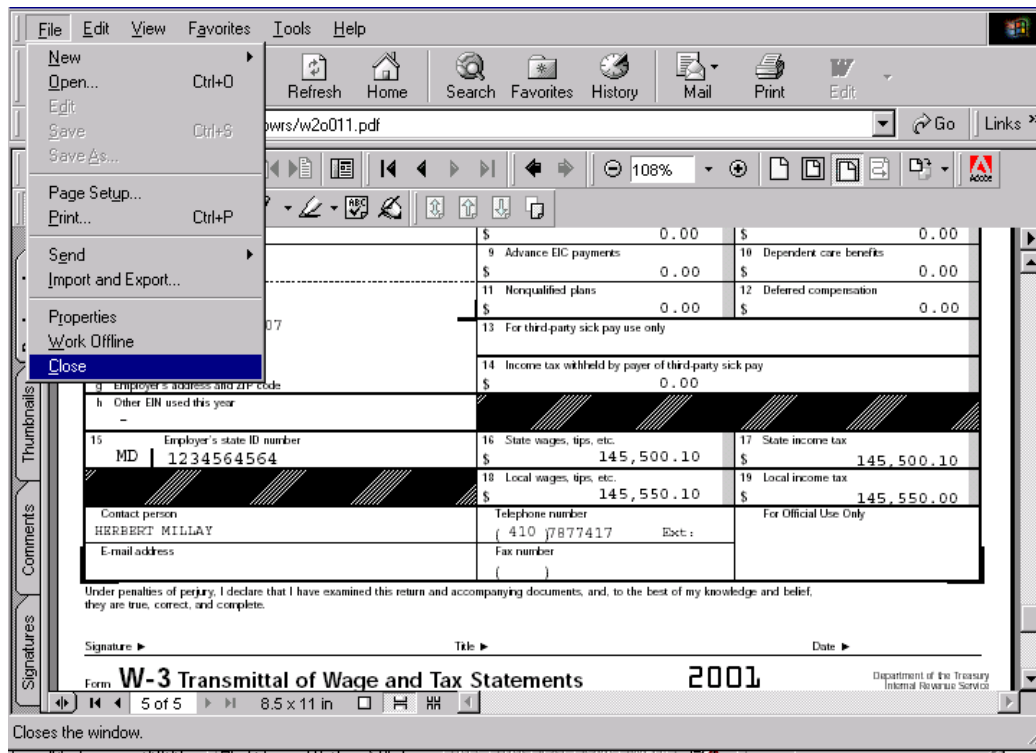
download a free copy of Adobe Acrobat Reader from Adobe's website.

Step 18: After saving your wage file, a 'Download Complete' message will display. Select 'Open' to display your Forms W-2 and Form W-3.

(NOTE: You must have Adobe Acrobat Reader installed on your computer in order to view or print the Forms W-2 and Form W-3.)



Step 19: Select 'File' then 'print' from the menu bar to print your forms.



9	Advance EIC payments	\$ 0.00	10	Dependent care benefits	\$ 0.00
11	Nonqualified plans	\$ 0.00	12	Deferred compensation	\$ 0.00
13	For third-party sick pay use only				
14	Income tax withheld by payer of third-party sick pay				
15	Employer's state ID number	MD 1234564564	16	State wages, tips, etc.	\$ 145,500.10
17			18	Local wages, tips, etc.	\$ 145,550.10
19			20	Local income tax	\$ 145,550.00
Contact person HERBERT MILLAY			Telephone number (410) 7877417 Ext: Fax number ()		
E-mail address			For Official Use Only		

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature _____ Title _____ Date _____

Form **W-3 Transmittal of Wage and Tax Statements** **2001** Department of the Treasury Internal Revenue Service

Step 20: After printing your forms, select 'File' then 'Close' from your menu bar.

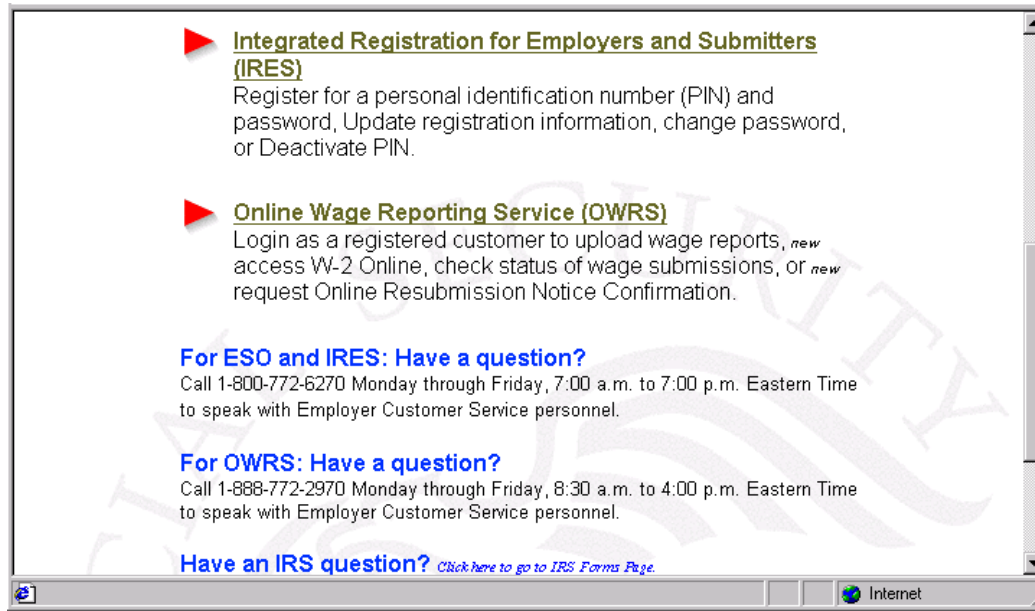
Step 21: To view your saved Forms W-2 and Form W-3 file, establish your Internet connection. Then open your FDF file. You will be able to view and print the forms.

(NOTE: Be sure to have Adobe Acrobat Reader version 4.0 or higher on your computer before you open your FDF file.)

How To Use Employer Services Online

Lesson 12 – OWRS: How to open incomplete submissions using W-2 Online

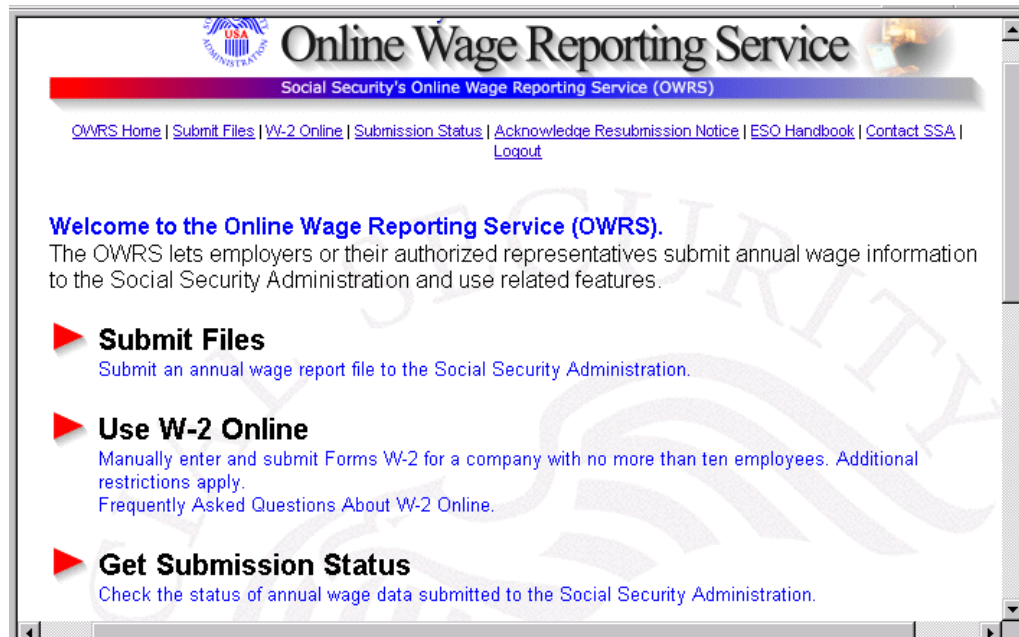
Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.



Step 2: Type your Personal Identification Number (PIN) and Password.
(NOTE: Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)

A screenshot of the 'Social Security Online Integrated Registration for Employers & Submitters' login page. The page features the Social Security Administration logo on the left and a header with the title 'Social Security Online Integrated Registration for Employers & Submitters'. Below the header is a navigation bar with links: 'Employer Information', 'Publications', 'Software', 'Feedback', 'ESO Home Page', and 'SSA Home Page'. The main content area is titled 'Online Wage Reporting System (OWRS) Login' and includes instructions: 'Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN)'. There are two sets of input fields: one for 'Personal Identification Number (PIN)' and 'Password', and another for 'Employer Identification Number (EIN)' with a note '(if no password)'. The page is framed by a browser window with a status bar at the bottom.

Step 3: From the Online Wage Reporting Service (OWRS) home page, select the 'Use W-2 Online' option.



Step 4: The Incomplete Submission Screen will display. You can either view/edit or delete your incomplete submission.

Incomplete Submissions

You have 1 incomplete submission(s) saved in OWRS. To resume a previous submission click the "View/ Edit" button next to the submission you wish to continue editing. To start a new submission press the "Start a new submission" button below.

Note: Incomplete submissions will be deleted if you do not edit them before the purge date.

#	Employer Name	EIN	Number of W2s	Save Date	Purge Date	Options
1.	COMPANY NUMBER ONE	010016580	1	12/21/2001	12/31/2001	<div>View / Edit #1</div> <div>Delete #1</div>

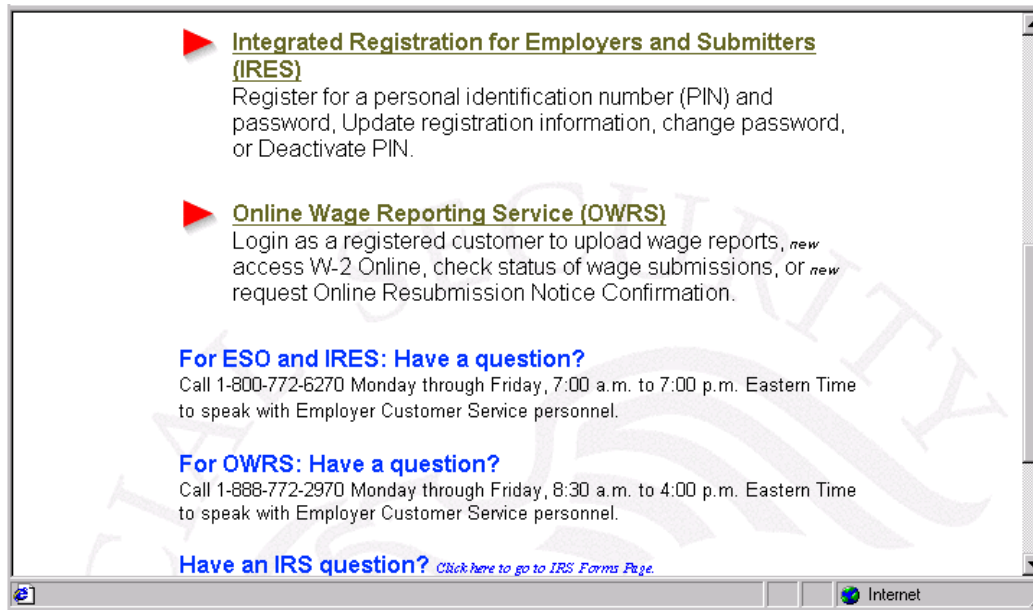
Step 5: If you have less than 5 incomplete submissions, you will have the option to start another session.

Options	
Start a new submission	Start a new W-2 Online Wage Report.
OWRS Home	Return to the OWRS Homepage.

How To Use Employer Services Online

Lesson 13 – OWRS: How check status of submissions online

Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.



▶ **Integrated Registration for Employers and Submitters (IRES)**
Register for a personal identification number (PIN) and password, Update registration information, change password, or Deactivate PIN.

▶ **Online Wage Reporting Service (OWRS)**
Login as a registered customer to upload wage reports, *new* access W-2 Online, check status of wage submissions, or *new* request Online Resubmission Notice Confirmation.

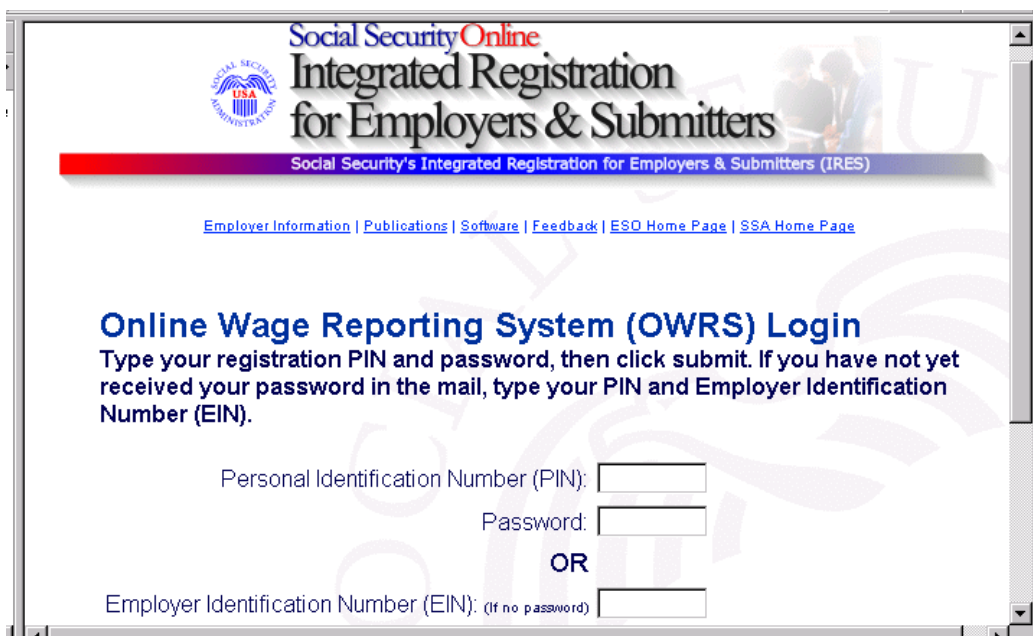
For ESO and IRES: Have a question?
Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

For OWRS: Have a question?
Call 1-888-772-2970 Monday through Friday, 8:30 a.m. to 4:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

Have an IRS question? [Click here to go to IRS Forms Page.](#)

Internet

Step 2: Type your Personal Identification Number (PIN) and Password. (**NOTE:** Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)



Social Security Online
Integrated Registration for Employers & Submitters
Social Security's Integrated Registration for Employers & Submitters (IRES)

[Employer Information](#) | [Publications](#) | [Software](#) | [Feedback](#) | [ESO Home Page](#) | [SSA Home Page](#)

Online Wage Reporting System (OWRS) Login
Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN).

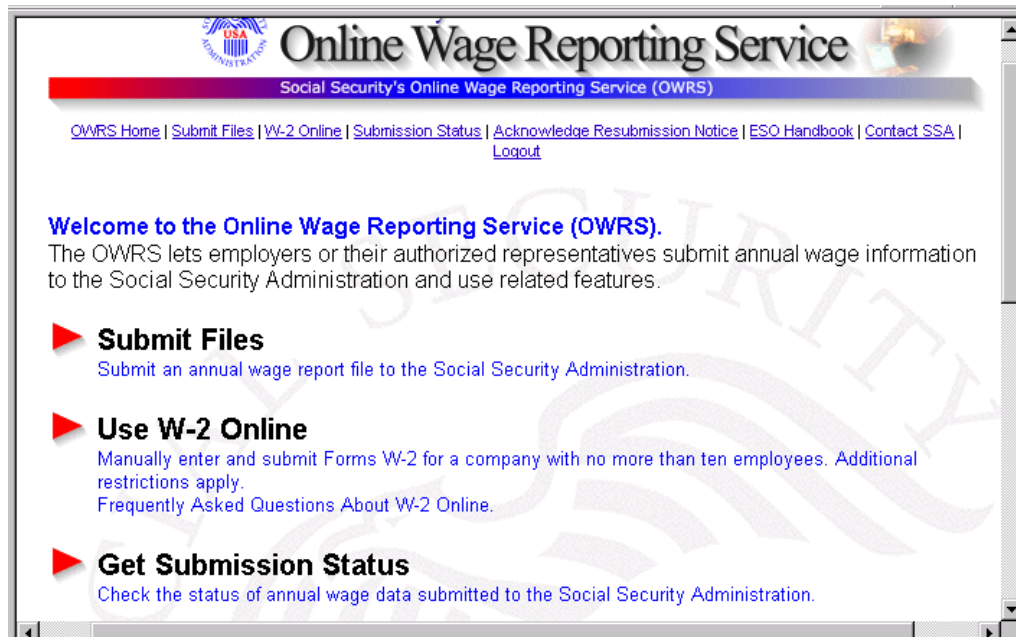
Personal Identification Number (PIN):

Password:

OR

Employer Identification Number (EIN): (if no password)

Step 3: From the Online Wage Reporting Service (OWRS) home page, select the 'Get Submission Status' option.



Step 4: You may type the Tape Library Control Number (TLCN) or you can enter only the Receipt Year. Then select 'Continue'.

A screenshot of the "Get Submission Status" page on the Social Security Online Wage Reporting Service. The page title is "Get Submission Status (Page 1 of 2)". Below the title, it says "Status Selection:". There are two input fields: "Please type a Tape Library Control Number (TLCN)(Optional)" and "Please choose a Receipt Year". The "Receipt Year" field is a dropdown menu currently showing "2002". Below these fields is a "Continue..." button. A paragraph of text explains: "The Receipt Year is the year in which SSA began processing your submission(s). For Online Wage Reporting Service submissions, this is always the year that you uploaded the file. For other electronic and magnetic media, it could be either the year you submitted the file or the following year. A maximum of 600 submissions can be displayed." At the bottom, there is a link: "Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel".

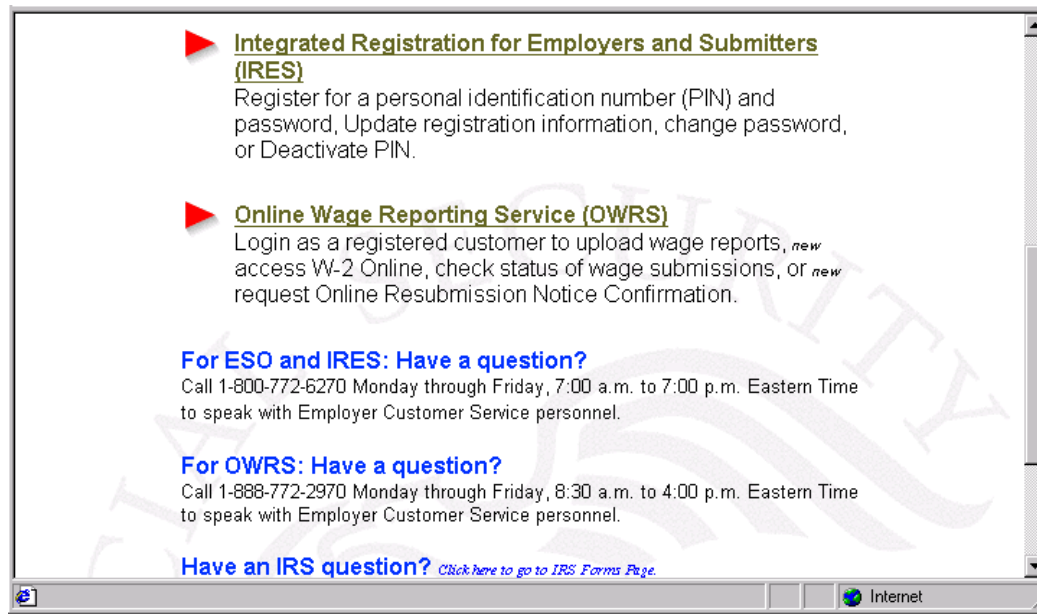
Step 5: A list of submission status will display for your Employer Identification Number (EIN).

Get Submission Status (Page 2 of 2)						
Submission status is available immediately after submitting a file via OWRS on the Internet. For other filing methods, submission status is available approximately six weeks after the submission date. Click on the Processing Status column for explanation of status codes.						
Submission Status for EIN: 010125841						
Receipt Date	TLCN	Version	Filing Method	No. of W-3's	Processing Status	Status Date
10/31/2001	000528	01	INTERNET	00000	RECEIVED	10/31/2001
10/31/2001	000527	01	INTERNET	00000	RECEIVED	10/31/2001
10/31/2001	000526	01	INTERNET	00000	RECEIVED	10/31/2001
10/31/2001	000525	01	INTERNET	00000	RECEIVED	10/31/2001
10/31/2001	000524	01	INTERNET	00000	RECEIVED	10/31/2001
10/30/2001	000520	01	INTERNET	00000	RECEIVED	10/30/2001

How To Use Employer Services Online

Lesson 14 – OWRS: How to acknowledge Resubmission Notices Online

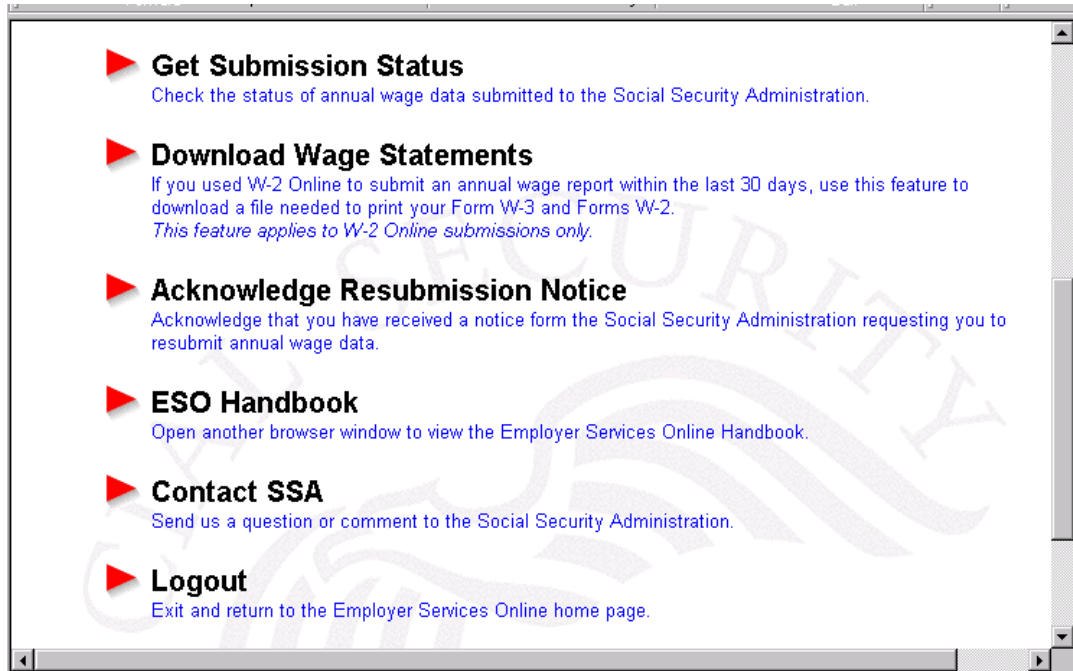
Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.



Step 2: Type your Personal Identification Number (PIN) and Password. (**NOTE:** Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)

A screenshot of the Social Security Online Integrated Registration for Employers & Submitters (IRES) login page. The page has a white background with a large, faint watermark of the University of North Carolina. At the top, there is a red triangle icon followed by the heading "Integrated Registration for Employers & Submitters". Below this, the text reads: "Social Security's Integrated Registration for Employers & Submitters (IRES)". Below this, there is a navigation bar with links: "Employer Information | Publications | Software | Feedback | ESO Home Page | SSA Home Page". Below the navigation bar, there is a blue heading "Online Wage Reporting System (OWRS) Login". Below this, the text reads: "Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN).". Below this text, there are two input fields: "Personal Identification Number (PIN):" and "Password:". Below these fields, there is a blue heading "OR". Below this heading, there is an input field: "Employer Identification Number (EIN): (if no password)".

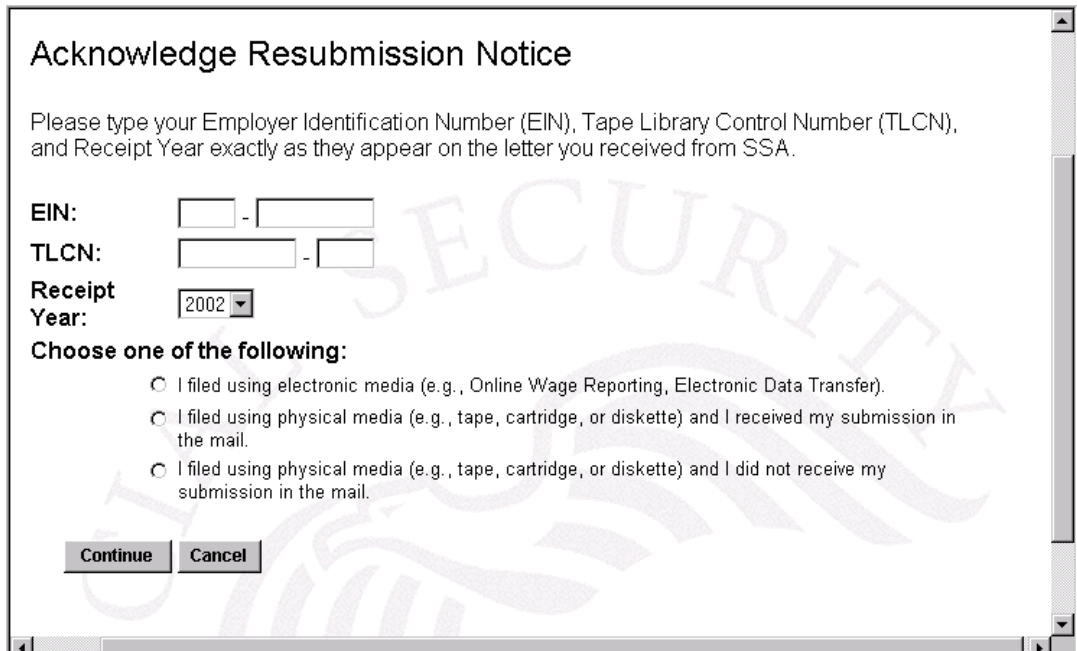
Step 3: From the Online Wage Reporting Service page, select the ‘Acknowledge Resubmission Notice’ option.



A screenshot of a web application window titled 'Online Wage Reporting Service'. The window contains a list of six navigation options, each preceded by a red right-pointing triangle icon. The options are: 'Get Submission Status' (with a link to check the status of annual wage data), 'Download Wage Statements' (with instructions on downloading a file for Form W-3 and W-2), 'Acknowledge Resubmission Notice' (with a link to acknowledge a notice from the Social Security Administration), 'ESO Handbook' (with a link to view the Employer Services Online Handbook), 'Contact SSA' (with a link to send a question or comment), and 'Logout' (with a link to exit and return to the home page). A large, faint 'SECURITY' watermark is visible across the center of the page.

- ▶ **Get Submission Status**
Check the status of annual wage data submitted to the Social Security Administration.
- ▶ **Download Wage Statements**
If you used W-2 Online to submit an annual wage report within the last 30 days, use this feature to download a file needed to print your Form W-3 and Forms W-2.
This feature applies to W-2 Online submissions only.
- ▶ **Acknowledge Resubmission Notice**
Acknowledge that you have received a notice from the Social Security Administration requesting you to resubmit annual wage data.
- ▶ **ESO Handbook**
Open another browser window to view the Employer Services Online Handbook.
- ▶ **Contact SSA**
Send us a question or comment to the Social Security Administration.
- ▶ **Logout**
Exit and return to the Employer Services Online home page.

Step 4: Complete the acknowledgement form. Then select ‘Continue’.



A screenshot of the 'Acknowledge Resubmission Notice' form. The form is titled 'Acknowledge Resubmission Notice' and contains instructions: 'Please type your Employer Identification Number (EIN), Tape Library Control Number (TLCN), and Receipt Year exactly as they appear on the letter you received from SSA.' Below the instructions are three input fields: 'EIN:' with two text boxes separated by a hyphen, 'TLCN:' with two text boxes separated by a hyphen, and 'Receipt Year:' with a dropdown menu showing '2002'. Below these fields is the instruction 'Choose one of the following:' followed by three radio button options: 'I filed using electronic media (e.g., Online Wage Reporting, Electronic Data Transfer).', 'I filed using physical media (e.g., tape, cartridge, or diskette) and I received my submission in the mail.', and 'I filed using physical media (e.g., tape, cartridge, or diskette) and I did not receive my submission in the mail.' At the bottom of the form are two buttons: 'Continue' and 'Cancel'. A large, faint 'SECURITY' watermark is visible across the center of the page.

Acknowledge Resubmission Notice

Please type your Employer Identification Number (EIN), Tape Library Control Number (TLCN), and Receipt Year exactly as they appear on the letter you received from SSA.

EIN: -

TLCN: -

Receipt Year:

Choose one of the following:

- ☐ I filed using electronic media (e.g., Online Wage Reporting, Electronic Data Transfer).
- ☐ I filed using physical media (e.g., tape, cartridge, or diskette) and I received my submission in the mail.
- ☐ I filed using physical media (e.g., tape, cartridge, or diskette) and I did not receive my submission in the mail.

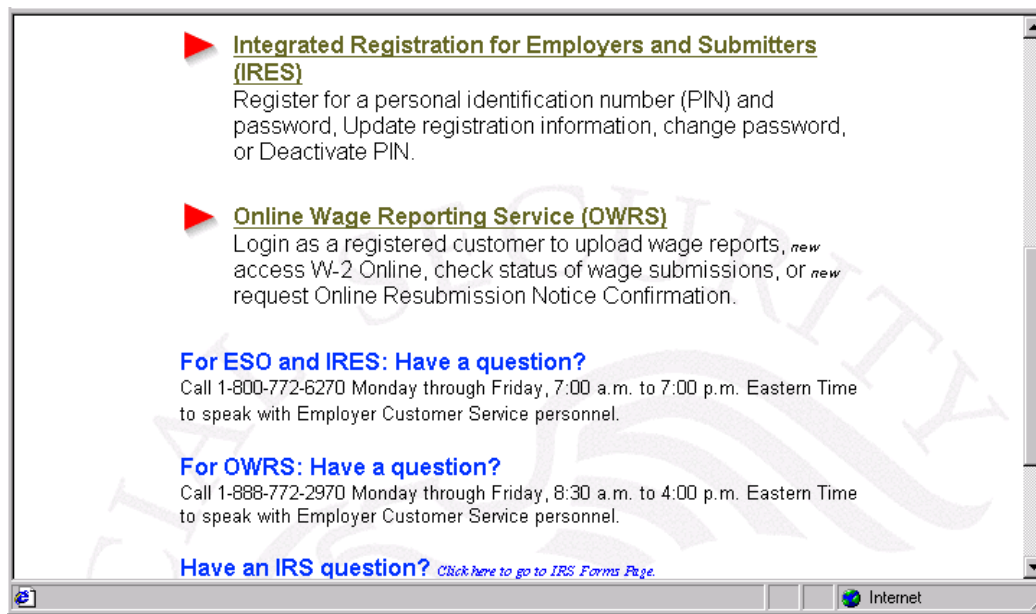
How To Use Employer Services Online

Lesson 15 – OWRS: How to download wage statements

If you used W-2 Online to submit your annual wage report within the last 30 days, this feature allows you to save your file on your computer and print Forms W-2 and Form W-3.

(NOTE: Adobe Acrobat Reader version 4.0 or higher must be installed on your computer before using this feature.)

Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.



The screenshot shows a web browser window displaying the Social Security Online Integrated Registration for Employers and Submitters (IRES) page. The page has a white background with a large, faint watermark of the University of North Carolina. The main content area is titled "Integrated Registration for Employers and Submitters (IRES)" and contains two main sections, each preceded by a red triangle icon. The first section is "Online Wage Reporting Service (OWRS)" and the second is "Online Wage Reporting Service (OWRS)". Below these sections are two links: "For ESO and IRES: Have a question?" and "For OWRS: Have a question?". At the bottom of the page, there is a link "Have an IRS question?" with a sub-link "Click here to go to IRS Forms Page." The browser's address bar shows "Internet".

Integrated Registration for Employers and Submitters (IRES)
Register for a personal identification number (PIN) and password, Update registration information, change password, or Deactivate PIN.

Online Wage Reporting Service (OWRS)
Login as a registered customer to upload wage reports, *new* access W-2 Online, check status of wage submissions, or *new* request Online Resubmission Notice Confirmation.

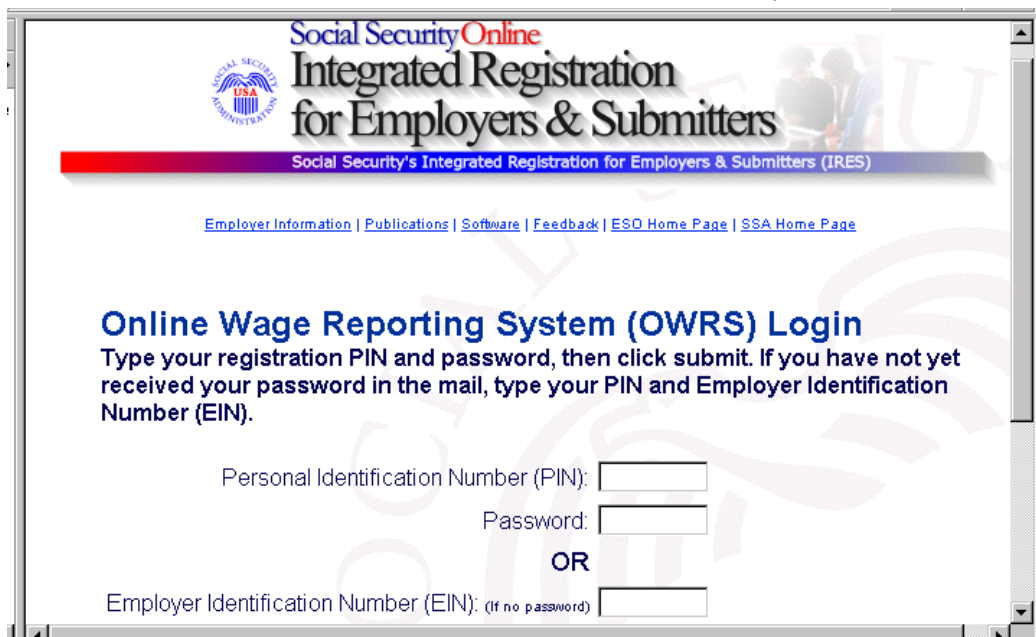
For ESO and IRES: Have a question?
Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

For OWRS: Have a question?
Call 1-888-772-2970 Monday through Friday, 8:30 a.m. to 4:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

Have an IRS question? [Click here to go to IRS Forms Page.](#)

Step 2: Type your Personal Identification Number (PIN) and Password.

(NOTE: Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)



The screenshot shows a web browser window displaying the Social Security Online Integrated Registration for Employers & Submitters (IRES) login page. The page has a white background with a large, faint watermark of the University of North Carolina. The main content area is titled "Online Wage Reporting System (OWRS) Login" and contains a form for logging in. The form has two main sections: "Personal Identification Number (PIN)" and "Employer Identification Number (EIN)". The "Personal Identification Number (PIN)" section has a text input field for the PIN and a text input field for the password. The "Employer Identification Number (EIN)" section has a text input field for the EIN. The form is preceded by a red triangle icon. The browser's address bar shows "Internet".

Social Security Online
Integrated Registration for Employers & Submitters
Social Security's Integrated Registration for Employers & Submitters (IRES)

[Employer Information](#) | [Publications](#) | [Software](#) | [Feedback](#) | [ESO Home Page](#) | [SSA Home Page](#)

Online Wage Reporting System (OWRS) Login
Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN).

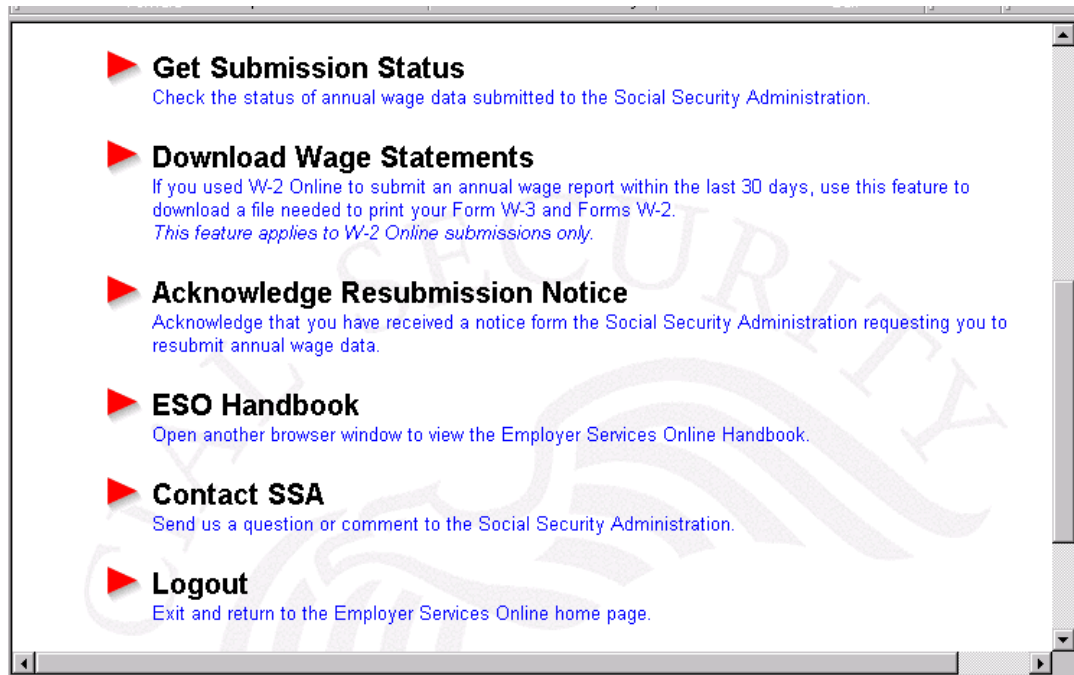
Personal Identification Number (PIN):

Password:

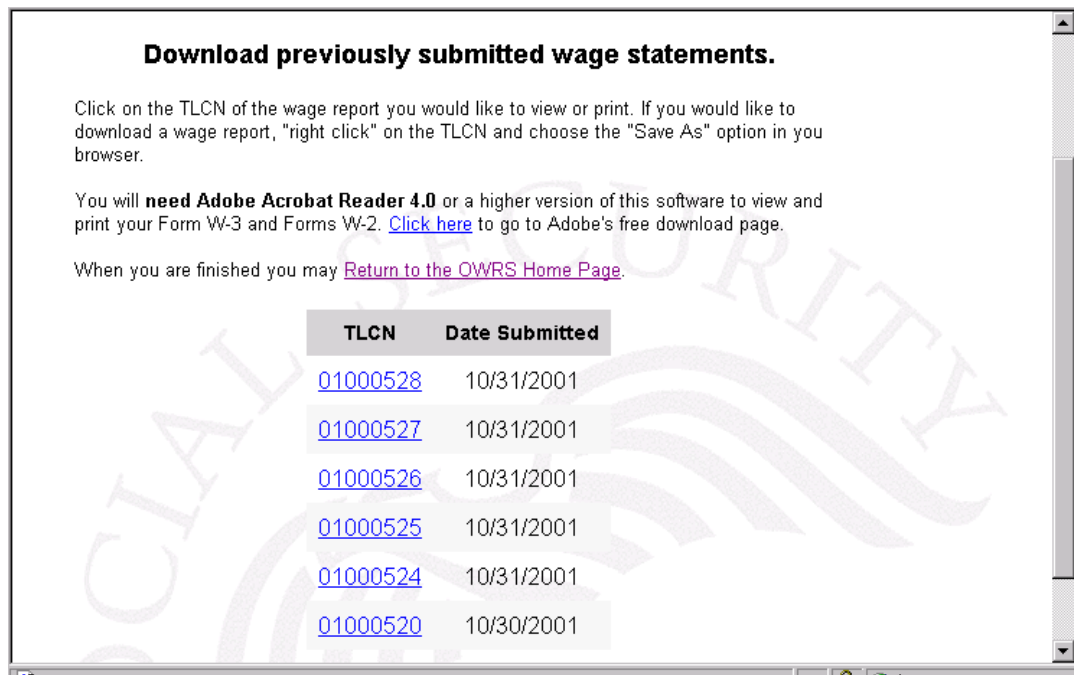
OR

Employer Identification Number (EIN): (if no password)

Step 3: From the Online Wage Reporting Service page, select the ‘Download Wage Statement’ option.



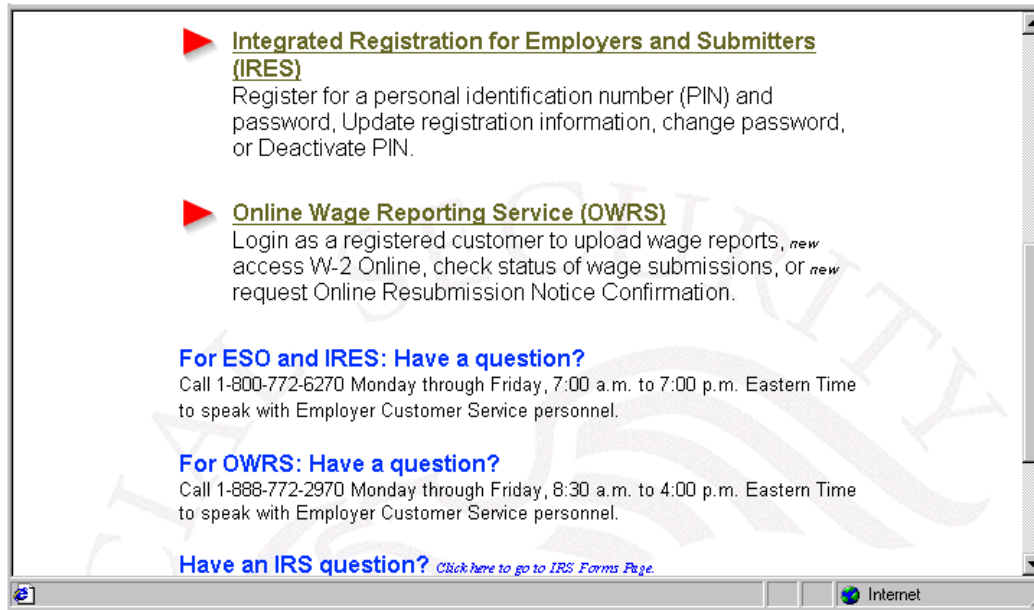
Step 4: To save the file on your computer, right-click the Tape Library Control Number (TLCN) and select the ‘Save As’ option. To view or print the file, select the TLCN.



How To Use Employer Services Online

Lesson 16 – OWRS: How to submit a question or comment to SSA

Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.



▶ **Integrated Registration for Employers and Submitters (IRES)**
Register for a personal identification number (PIN) and password, Update registration information, change password, or Deactivate PIN.

▶ **Online Wage Reporting Service (OWRS)**
Login as a registered customer to upload wage reports, *new* access W-2 Online, check status of wage submissions, or *new* request Online Resubmission Notice Confirmation.

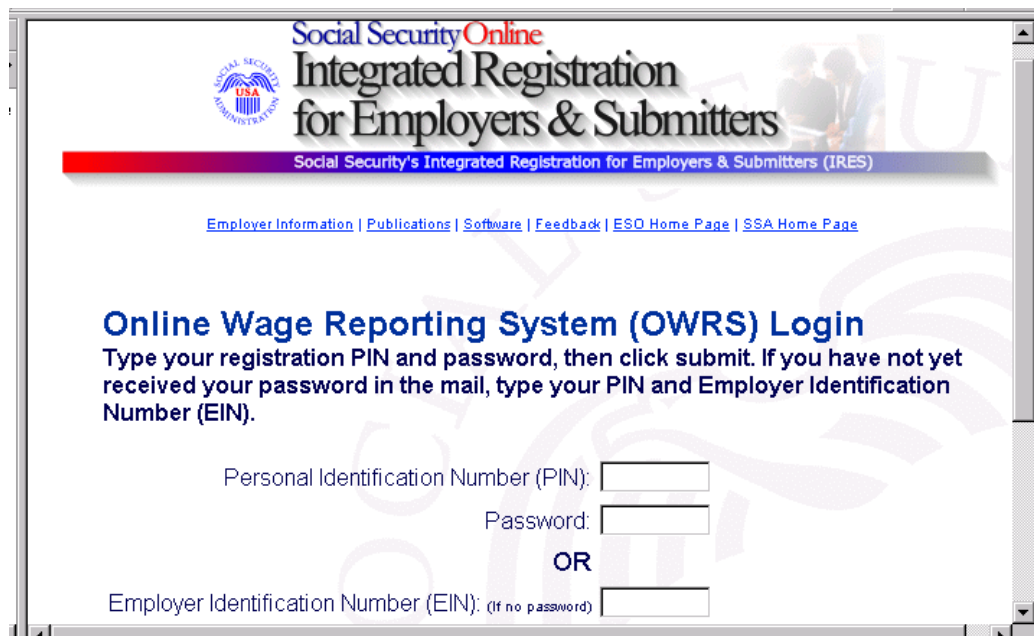
For ESO and IRES: Have a question?
Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

For OWRS: Have a question?
Call 1-888-772-2970 Monday through Friday, 8:30 a.m. to 4:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

Have an IRS question? [Click here to go to IRS Forms Page.](#)

Step 2: Type your Personal Identification Number (PIN) and Password.

(**NOTE:** Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)



Social Security Online
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Online Wage Reporting System (OWRS) Login
Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN).

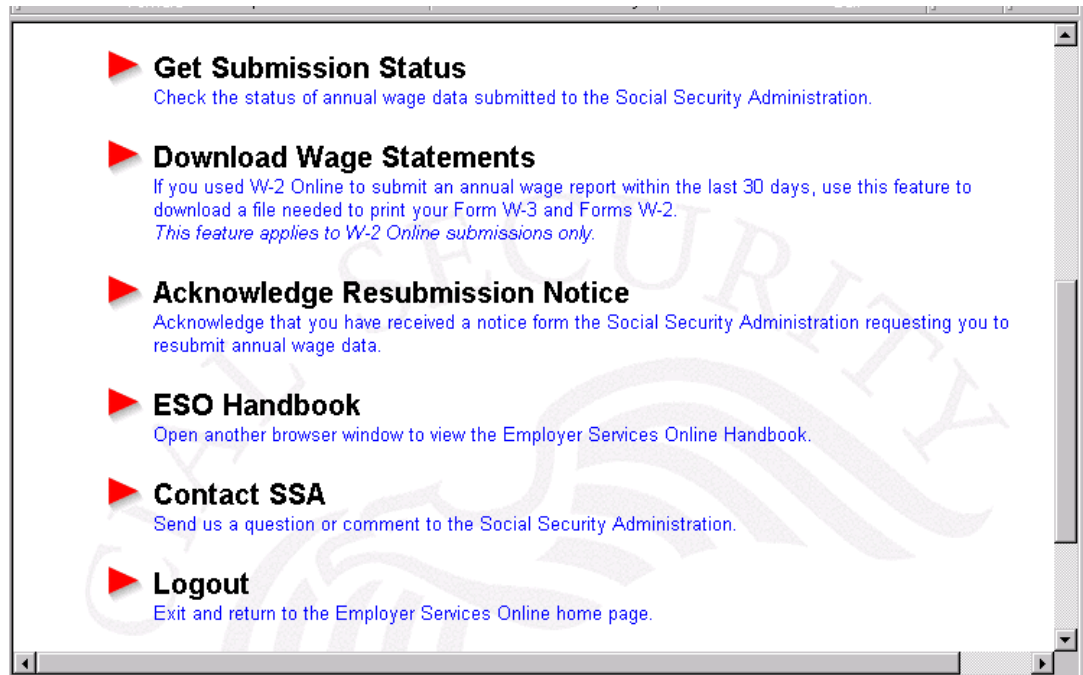
Personal Identification Number (PIN):

Password:

OR

Employer Identification Number (EIN): (if no password)

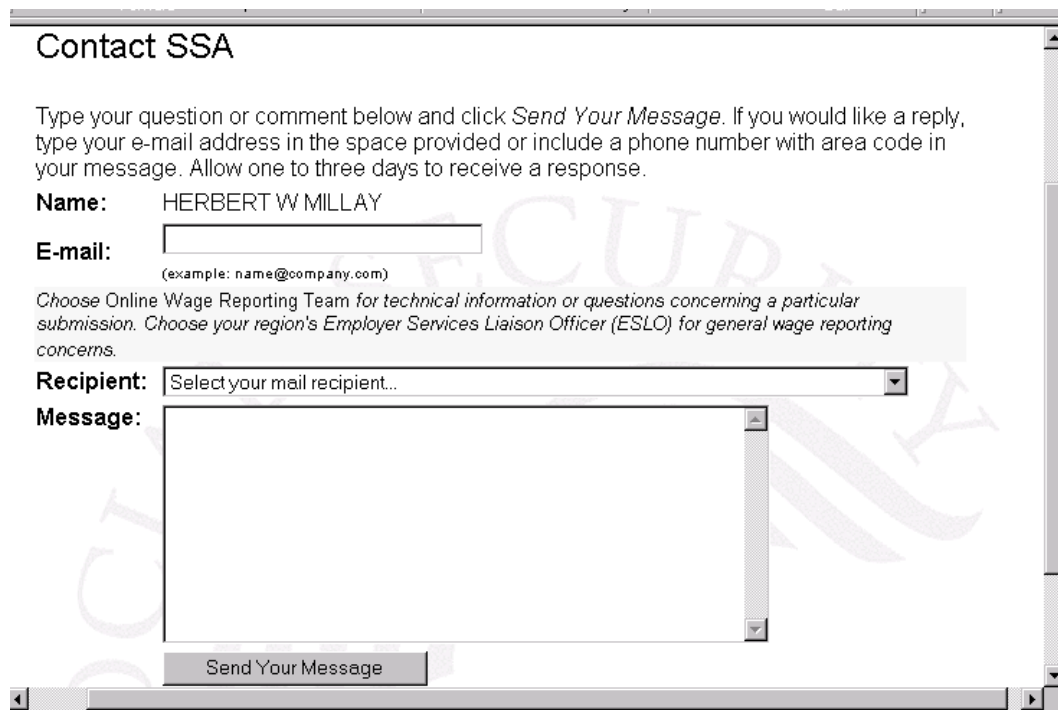
Step 3: From the Online Wage Reporting Service page, select the ‘Contact SSA’ option.



A screenshot of a web browser window displaying a menu of options. The options are listed vertically, each preceded by a red right-pointing triangle. The options are: 'Get Submission Status' (with a link to check the status of annual wage data), 'Download Wage Statements' (with instructions on downloading a file for Form W-3 and Forms W-2), 'Acknowledge Resubmission Notice' (with a link to acknowledge a notice from the Social Security Administration), 'ESO Handbook' (with a link to view the Employer Services Online Handbook), 'Contact SSA' (with a link to send a question or comment to the Social Security Administration), and 'Logout' (with a link to exit and return to the Employer Services Online home page). A large, faint watermark reading 'SECURITY' is visible across the center of the page.

- ▶ **Get Submission Status**
[Check the status of annual wage data submitted to the Social Security Administration.](#)
- ▶ **Download Wage Statements**
If you used W-2 Online to submit an annual wage report within the last 30 days, use this feature to download a file needed to print your Form W-3 and Forms W-2.
This feature applies to W-2 Online submissions only.
- ▶ **Acknowledge Resubmission Notice**
[Acknowledge that you have received a notice from the Social Security Administration requesting you to resubmit annual wage data.](#)
- ▶ **ESO Handbook**
[Open another browser window to view the Employer Services Online Handbook.](#)
- ▶ **Contact SSA**
[Send us a question or comment to the Social Security Administration.](#)
- ▶ **Logout**
[Exit and return to the Employer Services Online home page.](#)

Step 4: Complete the Contact SSA form and select the ‘Send your message’ button.



A screenshot of a web browser window displaying the 'Contact SSA' form. The form has a title 'Contact SSA' at the top. Below the title is a paragraph of instructions: 'Type your question or comment below and click *Send Your Message*. If you would like a reply, type your e-mail address in the space provided or include a phone number with area code in your message. Allow one to three days to receive a response.' The form contains the following fields: 'Name:' with the text 'HERBERT W MILLAY'; 'E-mail:' with an empty text box and a small example '(example: name@company.com)'; 'Recipient:' with a dropdown menu showing 'Select your mail recipient...'; and 'Message:' with a large empty text area. At the bottom of the form is a button labeled 'Send Your Message'. A large, faint watermark reading 'SECURITY' is visible across the center of the page.

Contact SSA

Type your question or comment below and click *Send Your Message*. If you would like a reply, type your e-mail address in the space provided or include a phone number with area code in your message. Allow one to three days to receive a response.

Name: HERBERT W MILLAY

E-mail:
(example: name@company.com)

Choose Online Wage Reporting Team for technical information or questions concerning a particular submission. Choose your region's Employer Services Liaison Officer (ESLO) for general wage reporting concerns.

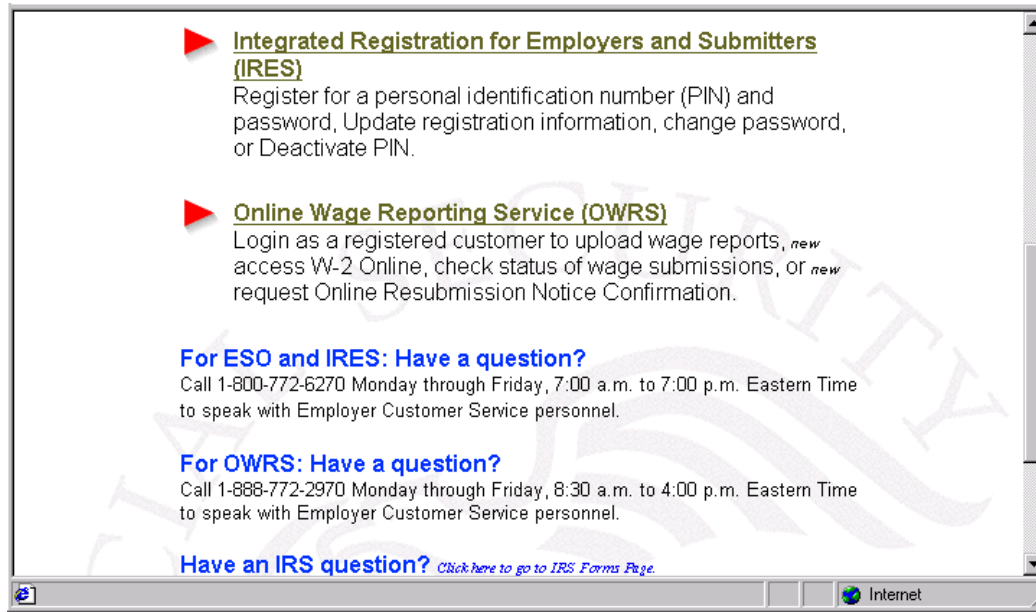
Recipient:

Message:

How To Use Employer Services Online

Lesson 17 – OWRS: How to browse ESO handbook

Step 1: Select link to Online Wage Reporting Service (OWRS) from the Employer Services Online (ESO) home page.



▶ **Integrated Registration for Employers and Submitters (IRES)**
Register for a personal identification number (PIN) and password, Update registration information, change password, or Deactivate PIN.

▶ **Online Wage Reporting Service (OWRS)**
Login as a registered customer to upload wage reports, *new* access W-2 Online, check status of wage submissions, or *new* request Online Resubmission Notice Confirmation.

For ESO and IRES: Have a question?
Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

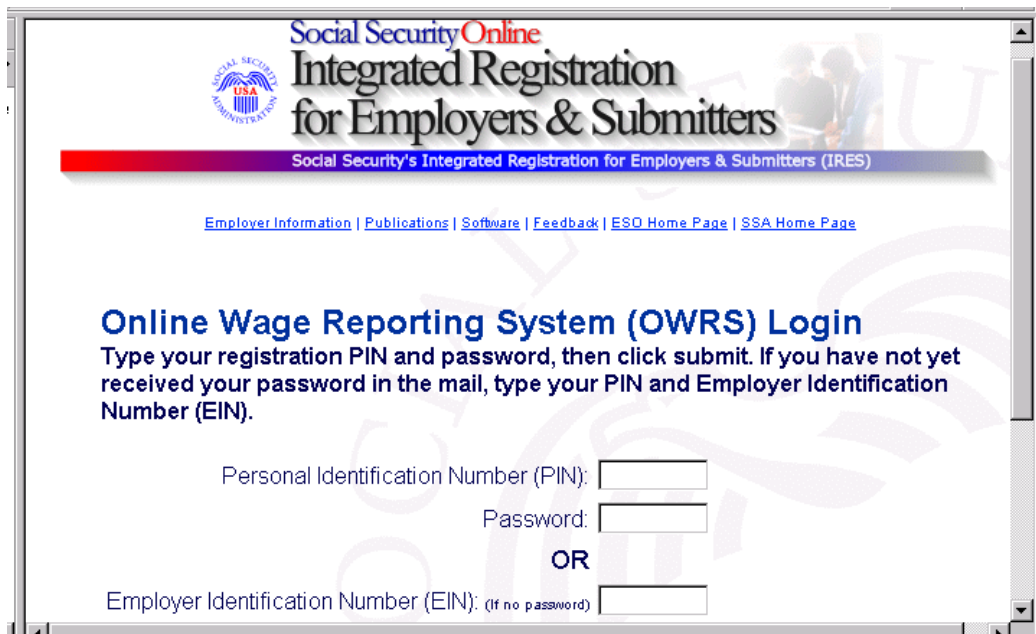
For OWRS: Have a question?
Call 1-888-772-2970 Monday through Friday, 8:30 a.m. to 4:00 p.m. Eastern Time to speak with Employer Customer Service personnel.

Have an IRS question? [Click here to go to IRS Forms Page.](#)

Internet

Step 2: Type your Personal Identification Number (PIN) and Password.

(**NOTE:** Within 30 days from the date you requested your PIN, you can enter your PIN and Employer Identification Number (EIN) until you receive your Password.)



Social Security Online
Integrated Registration for Employers & Submitters
Social Security's Integrated Registration for Employers & Submitters (IRES)

[Employer Information](#) | [Publications](#) | [Software](#) | [Feedback](#) | [ESO Home Page](#) | [SSA Home Page](#)

Online Wage Reporting System (OWRS) Login
Type your registration PIN and password, then click submit. If you have not yet received your password in the mail, type your PIN and Employer Identification Number (EIN).

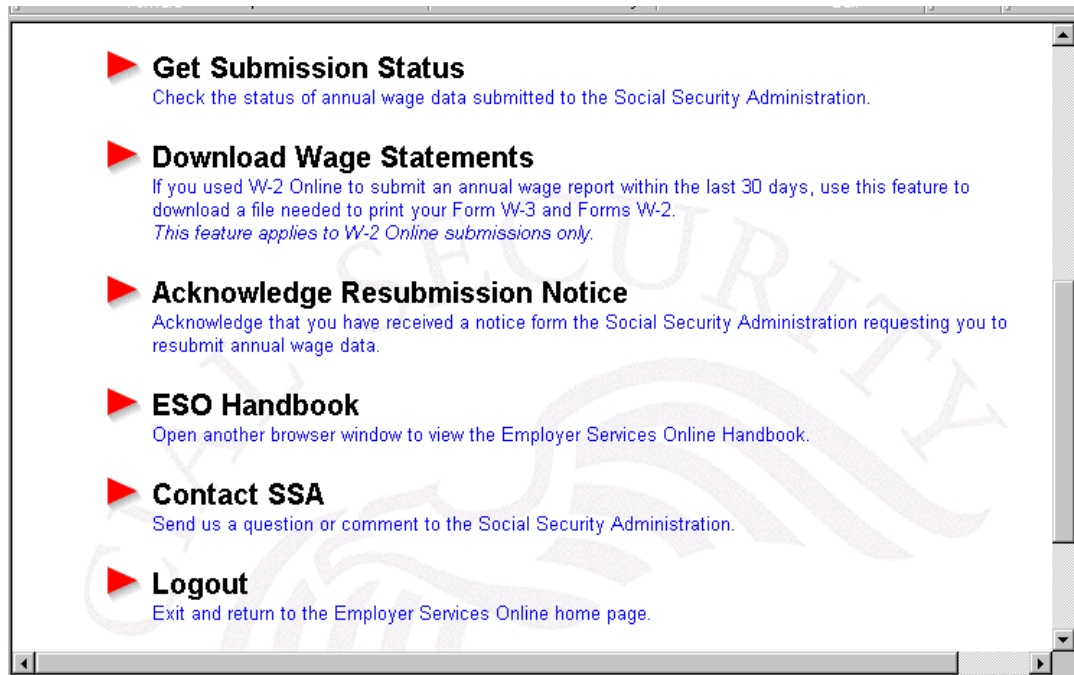
Personal Identification Number (PIN):

Password:

OR

Employer Identification Number (EIN): (If no password)

Step 3: From the Online Wage Reporting Service page, select the 'ESO Handbook' option.



Step 4: The ESO handbook for Tax Year 2001 will display.

